



## YEARLY STATUS REPORT - 2021-2022

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>ASIAN EDUCATIONAL INSTITUTE</b>
• Name of the Head of the institution	<b>Dr. SANJEEV KUMAR MODI</b>
• Designation	<b>PRINCIPAL</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>8146411129</b>
• Mobile no	<b>8146411128</b>
• Registered e-mail	<b>asianinstitution@gmail.com</b>
• Alternate e-mail	<b>principal.asiancollege@gmail.com</b>
• Address	<b>Sirhind Road , Patiala ,147001</b>
• City/Town	<b>PATIALA</b>
• State/UT	<b>PUNJAB</b>
• Pin Code	<b>147001</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>AFFILIATED</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>
• Financial Status	<b>Self-financing</b>

• Name of the Affiliating University	PUNJABI UNIVERSITY PATIALA				
• Name of the IQAC Coordinator	DR SAPNA RATHORE				
• Phone No.	8146411132				
• Alternate phone No.	8146411129				
• Mobile	8146411132				
• IQAC e-mail address	asiandegreeiqac@gmail.com				
• Alternate Email address	asianinstitution@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.asianedu.org">www.asianedu.org</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	No				
• if yes, whether it is uploaded in the Institutional website Web link:					
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.02	2021	29/03/2022	28/03/2027
<b>6.Date of Establishment of IQAC</b>			13/05/2020		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional 1	UNMNAT BAHRAT ABHIYAN	Nil	0	50000	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	10	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<ul style="list-style-type: none"> <li>• Completion of the First Cycle of Accreditation by NAAC was a major achievement of the IQAC in the Academic year 2021-22. All stakeholders like students, faculty, staff, alumni, parents, employers etc were a part of this exercise. A mock visit was also organised prior to the visit by the NAAC team to finally prepare them for the visit. The Peer Team visit was successfully completed in March 2021 and the College got "B Grade" with a CGPA of 2.02. This will help the College in enhancing its overall rank among other colleges, better the public perception and helpful in applying for various government schemes that provide support for institutions to expand and grow.</li> </ul>		
<ul style="list-style-type: none"> <li>• The next target taken up by the IQAC was streamlining the process of data collection, analysis and reporting for Students, Faculty, Departments and the various Curricular, Co-curricular and Extra Curricular committees and Cells. This was achieved by creating a Centralised Online system for Collection of data by the Students studying in the College and those in the final semester to provide their Progression information. The faculty was also asked to fill the information for the academic year related to their Teaching, Research, Professional Development and Student related activities in the Online system, which generated the report in the form of Annual Performance Appraisal Report for the year. Which is a statutory requirement for all faculty. Likewise, every Department and Society Convenor was asked to fill the complete information about Courses Offered, Events organised, faculty members etc. for the complete Academic year. The creation of source files made the job of data</li> </ul>		

compilation and reporting for NAAC, Annual Reports etc less cumbersome, accurate and time saving.

- The academic year 2021-22 also saw the reopening of the institutions after almost two years of closure and Online Education. A dedicated Covid Task Force was set up to ensure the safety and well-being of all the people in the premises. Maintenance of Covid protocols, Social distancing in the classrooms and labs was ensured. A well-equipped Health Centre was also setup in the college to deal with any kind of health emergency and providing first aid and assistance to any student.

- Skill Development has been a top priority for the College. In this regard the IQAC has taken up several initiatives to provide the students with the required Knowledge, Skills and Abilities, beyond the Class room to make them better equipped to face the challenges posed by the real world. MoU has been signed with Skill Labs, an institution dedicated to the cause of skilling youth for jobs, community engagement as well as entrepreneurship.

- Another important achievement of the IQAC was to nurture an active research culture in the College. The Research and Collaboration Committee, which is a part of the IQAC works constantly towards this objective. A MOU has been signed with an organisation "Shodh Shikshan" which will organise workshops, seminars on research publishing, plagiarism checking etc. for the faculty and students.

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
Preparation for the Peer Team Visit	The College geared up for the Peer Team visit during March 2021 keeping all Covid related protocols in place. A Mock Visit was also organised to acquaint the stakeholders about the conduct of the visit.
Organising workshops for Teaching as well as Non-teaching Staff on Stress Management, work ethics and data management	Individual interactive sessions were held to help the non-teaching and support staff to cope with the challenges posed due to the pandemic and thereafter.
Compilation of data received from departments and committees.	A robust online system has been developed for capturing, analysing and reporting data from Students, Faculty, Departments and Committees. This has streamlined the process of data gathering for all stakeholders and statutory processes of the institution.
Green Society to undertake Tree Mapping and Identification	A Comprehensive survey of clean and Green campus was conducted and all the different varieties of Trees were identified and marked. An environmental audit has been done by an external professional agency.

**13. Whether the AQAR was placed before statutory body?**

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2021-22	18/01/2023

### 15. Multidisciplinary / interdisciplinary

Institute is currently affiliated with the Punjabi University, Patiala. The Institute offers multidisciplinary courses in the field of Arts, Commerce & Business Management and Science in UG and PG. The syllabus offers the courses such as Communication Skills, e-Accounting, Drug Abuse and Road safety Awareness and Environmental Education etc. Students study these subjects to enrich humanity and social connections in the mentioned courses, students learn and engage with the community. Currently, Punjabi University is not offering a multidisciplinary flexible curriculum in the courses offered by the institution. For some of the research projects, MBA(IB), B.Com., BBA and M.Com. students carry out research pertaining to the survey which provides data used in community services. The data analysis further helps in understanding issues, which will provide insight into finding the appropriate solution. The institution follows the curriculum provided by Punjabi University, Patiala. Courses prepare students for the modern challenges they face in their daily lives. The courses focus on morality and character development at the core of student growth, to enable students to become self-aware, sincere, and successful in their many roles.

### 16. Academic bank of credits (ABC):

Currently, institute is not offering any multidisciplinary flexible curriculum as it is affiliated to Punjabi University, Patiala. The institution is not registered under the ABC programme. Further, as of now, institution solely has not made any such collaboration with other institutions. Faculty is encouraged to prepare material of their respective subjects. Faculty members have published books and chapter in books on various topics. The institute is in the process of developing good practice for ABC.

### 17. Skill development:

With the changing needs in the workforce, academic institutions are required to train and equip students with the current needs of job markets. Skill Development is an inseparable component of education in the 21st century. In order to make the students ready for the job market and build their core competencies to face real-life challenges they must have the required knowledge, skills, and abilities both professionally and life skills. The College continuously strives to create a skilled ecosystem through

workshops, talks, interactive sessions, Add-on/Certificate Courses, etc. The institution is offering Add-on courses like Learning Communication Skills in odd semester Professional Communication skills and Personality Development in alternate semesters.

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Workshops are arranged for the creation of awareness towards the importance of the Indian language and culture like yoga day, art exhibitions, etc. As per the affiliating university curriculum institute has offered programmes in English as well as Punjabi Language. The institute conducts various cultural programs wherein various competitions like Rangoli, Diwali Mela, Pottery, Painting/sculpting, Theater/ Skit, Literature, and Food are held. Students are also encouraged to participate and represent the college in events of such nature that enhance integration of Indian Knowledge systems orgained by other colleges and institutions.The syllabus is taught in the English as well as in the Punjabi language.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The college currently offers 12 programmes across Humanities, Science, Commerce and Business Management. There are 400 courses across all UG and PG programmes and 03 institutional courses. All these programmes are offered as Outcome Based Education (OBE) which is designed keeping in mind the regional and global requirements. The college implements UG and PG level programmes introduced by the affiliating university with clearly stated Programme Outcomes, Programme Specific Outcomes and Course Outcomes. The university has designed all courses with outcomes centered on cognitive abilities namely Remembering, Understanding, Applying, Analysing, Evaluating and Creative Thinking. Apart from the domain-specific skills, learning outcomes at all levels ensure social responsiveness and ethics, as well as entrepreneurial skills so that student can contribute proactively to economic, environmental and social development of the nation. The Course Objectives (COs) are also aligned to the PO-PSO philosophy. The Programme Outcomes (POs) and Course Outcomes (COs) of each programme and Course are framed by the respective department after rigorous consultation with all faculty members and the stakeholders following the curriculum designed by our affiliated university. The college has developed mechanism to evaluate the attainment of POs and COs. The curriculum of all courses have been designed with due consideration to macro-economic

and social needs at large as expected in NEP.

## 20.Distance education/online education:

The pandemic has increased awareness and reach of online education. The Faculty of the college is also involved in creating E-Content, which can be accessed by our own students as well as globally. Faculty lectures are available on our website for the benefit of students worldwide. The College library also subscribes to INFLIBNET which provides unparalleled access to innumerable resources at the click of a button. Textbooks, reference books, research journals, and a lot of supplementary reading materials can be accessed very easily through our website. The link for the same is [www.asianedu.org](http://www.asianedu.org) .

## Extended Profile

### 1.Programme

1.1	400
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	289
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	205
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	87
Number of outgoing/ final year students during the year	



File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>27</b>
File Description	Documents
Data Template	<a href="#">View File</a>
3.2 Number of sanctioned posts during the year	<b>30</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	<b>35</b>
4.2 Total expenditure excluding salary during the year (INR in lakhs)	<b>58.40</b>
4.3 Total number of computers on campus for academic purposes	<b>65</b>

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- Asian Educational Institute(AEI) is required to follow syllabus set by parent University, Punjabi University, Patiala. Academic processes are streamlined with timetables and workloads for each academic session. Departmental reports are collated at end of academic session, documenting academic

and co-curricular work undertaken.

- Our teachers regularly update their knowledge through active involvement in Research and Faculty Development Programmes. Most of our faculty members are part of university examination evaluation process.
- The college employs technologically enabled infrastructure, with special assistance for our students with disabilities. Various internships, projects, and field trips facilitate experiential learning.
- AEI library provides access to vast repertoire of international and national journals, books and e-resources.
- AEI is one of the few colleges that offer certificate add-on courses. The courses impart life skills, thus providing opportunities to build bridges with the world of work.
- AEI has a strong tutorial and mentor-ward system. Here, smaller groups of students are created in order to facilitate individualized discussions. Students requiring further support are guided to professionals.
- At AEI, we believe that education is a dialogic process, and a robust feedback system gives us opportunities for growth. Feedback forms for all stakeholders are uploaded on college website.
- AEI endeavors to raise consciousness of our students about how gender-based inequalities, neglect of environmental concerns hamper an individual's growth in order to prepare them to participate in society as mindful individuals.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

#### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

- AEI follows the Academic Calendar issued by Punjabi University, Patiala. It clearly delineates schedule for teaching, examination, semester break and vacations. College makes its own calendar of events which is communicated to all stakeholders. Both calendars are uploaded on college website.
- Aforementioned information is reinforced during collegiate and departmental orientation of new students. Principal conducts meetings with Teacher-In-Charge(s), faculty members, members of societies, and non-teaching staff to ensure smooth

execution of scheduled activities.

- For conducting effective Continuous Internal Evaluation, teachers prepare teaching schedule, tests and assignments in accordance with time table and academic calendar. Students are informed in advance about deadlines for assignments, dates for tests and presentations, and criteria of assessment. Students are also informed about their internal assessment before marks are uploaded online.
- Multiple assessments are taken, with the aim of making learning a continuum and creating opportunities for students' growth.
- Mid-Semester break, offered by University, is utilized for field work, project work, excursions, and so on which form an integral part of CIE. It is equally important to carve a space for collegiate events. College organized Literary Day, World Theatre Day, Library Day, Anti Malaria Day, Health Awareness Camp of Cervical Cancer and an essay writing and poster making competition during session 2021-2022. Everything is geared towards providing transformative education in structured manner with accessibility and transparency.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://asianedu.org/dekehg3598uekk/88202313345sapna%20academic%20calender.pdf">http://asianedu.org/dekehg3598uekk/88202313345sapna%20academic%20calender.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

346

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Asian Educational Institute inculcates compassion and commitment to the development of self and society. The College has compulsory committees such as Discipline Committee, Students Grievance committee, Anti Ragging Cell, Women Harassment Cell, NSS, and Cultural Committee etc. which organize events and outreach programmes for students to critically engage with socio-cultural issues related to gender, environment and ethics.

Various Generic Electives, Skill Enhancement and Ability Enhancement Compulsory Courses are offered in order to academically enrich the ethos of students.

NSS and Women Harassment Cell organized a one day mental health awareness camp after COVID - 19.

As part of outreach initiatives AEI organised a Safe Drinking Water Test Campaign, Course Awareness seminars organised in nearby schools, Celebrated World Anti Malaria Day and offered Free Education to Girl Child securing 85% and above marks in previous examination under "Beti Bachao and Beti Padhao".

AEI has carefully planned its infrastructure to prioritize conservation of environment. AEI conducted an Anti Plastic Campaign and an online air pollution awareness campaign.

The college building is well equipped with suitable infrastructure for students with disabilities to make the college an inclusive space.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

3

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students

A. All of the above

**Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	<a href="https://sites.google.com/view/asianiqac/faculty-corner/faculty-feedback">https://sites.google.com/view/asianiqac/faculty-corner/faculty-feedback</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

**TEACHING-LEARNING AND EVALUATION****2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of students admitted during the year**

**289**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**173**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

- Teachers assess the learning levels of the students in the classrooms during lectures and their observation of the student's performance in the class tests, assignments, tutorials, etc. helps in identification of the slow and advanced learners in the classroom.
- Specific teaching-learning methodologies oriented to the needs of such students are then discussed and implemented. An integrated approach is followed in the classes by our faculty.
- Traditional teaching methods are aided by new age technological methods to make learning more engaging and relatable.
- To enhance the classroom learning for the slow learners, tutorials and bridge course classes are organized, the purpose of which is to give special coaching in areas where they need support.
- This was designed particularly for the first year students with a focus on bridging the gap and providing a smooth transition for the students from the online mode to the offline mode, as well as orienting them to college education.
- In case of the advanced learners, departments through a combination of academic and co-curricular activities encourage the advanced learners to optimize their potential.
- The faculty helps the students to get relevant research projects and publish papers in the field of their choice.



File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1BroQWmNkw_b12cf_5fg90E8sVOp8p1pN/view?pli=1">https://drive.google.com/file/d/1BroQWmNkw_b12cf_5fg90E8sVOp8p1pN/view?pli=1</a>
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
289	26

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences Asian Educational Institute actively works towards cultivating an intellectually stimulating learning environment wherein students are trained to develop their innate talent and realize their potential to the maximum. A series of events, talks, workshops, field trips, seminars, and webinars are organized to provide beyond the classroom exposure and hands-on experience to students for their holistic growth and overall well-being. Pedagogical tools are also deployed towards making students sensitive and attentive to the nuances of the socio-cultural reality that they inhabit so that they learn to view themselves as significant stakeholders in nation-building.

The various departments and committees of the college, through a myriad of events, consistently attempts to:

- Bridge the gap between theory and praxis
- Prepare Students for careers in a variety of fields through vocation-oriented programmes
- Organise interactive sessions with eminent personalities

- Sensitise students towards their responsibility towards society through various outreach programmes
- Inculcate a sense of duty towards the environment
- Nurture a meaningful balance of physical and mental well-being
- The faculty, particularly of psychology department referred the students facing mental health related challenges for professional help during the pandemic and post pandemic period.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://asianedu.org/dekehq3598uekk/3110202304429A231_final.pdf">http://asianedu.org/dekehq3598uekk/3110202304429A231_final.pdf</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College is a Wi-Fi Enabled Campus which helps the teachers and students to stay connected to the internet and learn and teach the updated information. Some teachers use and share E-books which are very useful for the students as they are handy and saves the cost of buying the physical books. Teachers use microphone connected speakers to enable them to reach to all the students in the

classroom effectively. The teachers take practical classes for courses like Mathematics, Commerce, Computer Science, Economics, etc. The labs are updated with new softwares like Tally, R, Microsoft Office, the latest Excel utility downloaded from the Income Tax Department website, etc. Teachers have started taking lectures online on Google Meet, Zoom, etc. Besides using the e-books in the e-classrooms, educational podcasts and videos, such as Ted Talks, YouTube Content, etc are used which further adds quality to lecture delivery. Teachers share reading materials, short notes, e-books over different media like Google Classroom, E-Mail, College Portal, Blogs, WhatsApp, etc. Teachers most often use ICTs for 'routine tasks' (lesson plan development, information presentation, basic information searches on the Internet, record keeping and so on).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

16

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

26

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

100

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

AEI gives weightage in overall assessment of the students as per the syllabus prescribed by the university. The breakup of Internal Assessment as prescribed by the University is as follows:

40% through Mid Semester Tests and Tutorials;

40% through Assignments, Projects and Presentations;

20% through Attendance and class Presentation.

Teachers ensure that the students are aware of the Internal Assessment Evaluation Criteria. It is discussed with them in detail to enhance transparency and rigor with a view to focus on individual and original work. The criterion is objective and transparent devoid of any bias on the part of the teacher. Students are informed in advance that independent learning, authentic thinking and new ideas will be given additional points. A variety of techniques and methods such as MCQs, Analytical tests, Case studies, Book Reports,

Classroom presentations, individual and group projects are employed.

The College conducted two mid semester examination as per the university criteria

on a continuous basis before semester-end examinations held by the University. Teachers bridge the knowledge gap through pedagogical practices employed in tutorials. Students are also encouraged to apply the theoretical concepts taught in class to real life situations.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="http://punjabiuniversity.ac.in/indexSyllabi.aspx">http://punjabiuniversity.ac.in/indexSyllabi.aspx</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

At the end of each semester, there is a final exam which is uniformly conducted for students across all the constituent colleges of Punjabi University, Patiala. The Internal Assessment is conducted through Class Tests, Tutorials, Assignments, Projects and Presentations. All of these together constitute an integral part of Internal Examination which is carried out in a well-planned and systematic manner. The institution has a well-defined system in place to deal with examination related grievances.

The College has adopted an online system where each student can view his/her total assessment marks at the end of each semester and can report discrepancies. The College follows a completely web-enabled (online) internal assessment system. Assignment and test / project marks are uploaded on this online system.

The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal assessment. The final Internal Assessment marks are reviewed by the Departments. There is a Moderation Committee at the college level that looks into any discrepancies. All detected errors are promptly reported to the University by the College.

Mentor-ward system also serves as a platform where students may

bring their grievances to the attention of the professor.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Programme Outcomes (PO) and Course Outcomes (CO) are adopted for all programme offered by the institution in accordance with "Punjabi University" guidelines. The Learning Outcomes-based Curriculum Framework (LOCF) is intended to suit the present day needs of the student in terms of securing their path towards higher studies or a terminal degree guiding students towards career choices. Learning outcomes form an integral part of college vision, mission and objectives.

The learning objectives and specific course outcomes are communicated through various means such as college prospectus, Principal's address to students and parents, Alumni meets and dissemination in classroom by concerned staff. These are also prominently featured on college boards, college magazine and other publications brought during conferences and seminars.

The college deputed teachers for workshops, seminars, conferences and FDPs to enrich them to attain the outcomes while teaching learning in the classes. Successful alumni students are also invited to interact with both students and teachers at specific events and meetings where they share how their individual course shaped their career.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Institution regularly evaluates the performance of students through various methods for measuring the attainment of each of the Programme Outcomes, Programme Specific Outcomes and Course Outcomes. Throughout the year the faculty records the performance of each student on each programme outcome.

**Evaluation Process:** The programme outcomes and programme specific outcomes are assessed with the help of course outcomes of the relevant programme through direct evaluation process. It is provided through University Examinations, terminal exams, internal and home assignments, unit tests, surprise tests, open book tests, etc.

**Average attainment in Evaluation Process:** Students under university examination are evaluated for 70% to 75% of the total marks and institution for 25% to 30% marks as per university curriculum subject wise as internal assessment.

Students enrolled for Add On/Certificate Courses offered by the institution are evaluated by the institution itself. At the same time, observations of student knowledge and skills against measurable course outcomes are evaluated throughout the year.

Some Methods of measuring attainment includes :

- End Semester University Examination
- Internal and External Evaluation
- Feedback Evaluation
- Internships
- Placements
- Higher Studies

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://asianedu.org/dekehg3598uekk/24112023257811zon AEIPO CO 2021 22.pdf">http://asianedu.org/dekehg3598uekk/24112023257811zon AEIPO CO 2021 22.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

48

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[http://asianedu.org/dekehg3598uekk/129202304737AEI\\_SS\\_2021\\_22.pdf](http://asianedu.org/dekehg3598uekk/129202304737AEI_SS_2021_22.pdf)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

##### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)



**3.1.2.1 - Number of teachers recognized as research guides**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

**3.2 - Innovation Ecosystem**

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Asian Educational Institute encourages students to gain knowledge through innovations and involvement in creative ideas along with an academic knowledge system. They are given a chance to develop entrepreneurship-related skills and come up with productive and constructive ideas. In the academic year of 2021-2022, several departmental-level curricular and extra-curricular activities, and events were organized by committees that assisted in building a bridge between students, faculty members, and industry/organizational level experts to create an ecosystem for innovation and creative transfer of knowledge. Events aimed at providing corporate training and teaching proper etiquette required in a business organization and keeping this in mind college committees organized several talks, capacity building & skill enhancement programs, webinars, and sale events for developing

**marketing skills among students.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://asianedu.org/dekehg3598uekk/231020234946Asian%20Educational%20Institute%20.pdf">http://asianedu.org/dekehg3598uekk/231020234946Asian%20Educational%20Institute%20.pdf</a>

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year****3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.3 - Research Publications and Awards****3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

2

File Description	Documents
URL to the research page on HEI website	<a href="http://asianedu.org/dekehg3598uekk/21720233043D242A.pdf">http://asianedu.org/dekehg3598uekk/21720233043D242A.pdf</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**

**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

**3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

**3.4 - Extension Activities**

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Asian Educational Institute encourages students to gain knowledge through innovations and involvement in creative ideas along with an academic knowledge system. They are given a chance to develop entrepreneurship-related skills and come up with productive and constructive ideas. In the academic year of 2021-2022, several departmental-level curricular and extra-curricular activities, and events were organized by committees that assisted in building a bridge between students, faculty members, and industry/organizational level experts to create an ecosystem for innovation and creative transfer of knowledge. Events aimed at providing corporate training and teaching proper etiquette required in a business organization and keeping this in mind college committees organized several talks, capacity building & skill enhancement programs, webinars, and sale events for developing marketing skills among students.

File Description	Documents
Paste link for additional information	<a href="http://asianedu.org/dekehg3598uekk/217202312415Extension_Activities_2021_22.pdf">http://asianedu.org/dekehg3598uekk/217202312415Extension_Activities_2021_22.pdf</a>
Upload any additional information	No File Uploaded

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	No File Uploaded

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

## 3.5 - Collaboration

### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

#### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

#### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

College situated on Sirhind Road, Patiala, is a co-educational institution established in 2010 and has a campus covering an area of 4830.96 sq. mtrs. The College has an eco-friendly infrastructure and has a present strength of 303 students. The whole campus is divided into three floors: (a) the ground floor; (b) the first floor; and (c) the second floor. There is also an administrative block in the campus to run the administration of the college. The institution has 31 Classrooms which are fully ventilated and spacious enough to accommodate our present strength. All the rooms are provided with internet and wi-fi connectivity. To meet the curricular and co-curricular needs, we have a Seminar room, an Auditorium and an Open Air Stage. College also has lush green gardens. The college has a central computerized library with sufficient number of books. College has a spacious Computer Lab with adequate number of computers and there is an English Communication Lab to enhance the vocabulary, speaking and pronunciation of the students. Our college has a Common Room for girls. Every block has separate washrooms and RO water coolers. Canteen facility is also available in the campus. Separate parking area for staff members, boys and girls are available.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://asianedu.org/activities.aspx?id=Infrastructure">http://asianedu.org/activities.aspx?id=Infrastructure</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has enough infrastructure facilities for sports and cultural activities which it keeps on updating constantly. To continue its notable performance in sports, the college provides best infrastructure facilities to its players. It has well maintained playgrounds for football, cricket, javelin throw, discus throw, volleyball etc. Our college encourages students to actively participate in sports and provides all facilities including fee concession, scholarship etc. College also provides indoor games such as Chess, Table tennis, Carom- board etc. The college also has the required infrastructure for conducting cultural activities. There is an auditorium with a sitting capacity of 300. There is an Open Air Theater facing the playground. Lush green gardens and lawns act as a venue for various occasions like Teej, Basant, Lohri, Independence Day, Republic day etc. For conducting fresher and farewell or many other celebrations college auditorium is used as a venue. There is a good facility for track and field events.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://asianedu.org/activities.aspx?id=Infrastructure">http://asianedu.org/activities.aspx?id=Infrastructure</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

31

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://asianedu.org/dekehg3598uekk/247202314946List%20of%20Class%20Rooms.pdf">http://asianedu.org/dekehg3598uekk/247202314946List%20of%20Class%20Rooms.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in**

Lakhs)

#### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3.51

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Integrated Library Management Systems (ILMS) is to cope with one or more discrete functions within a library. These functions include cataloging, issue /receipt of books, self service, automated reminders and so on. The institution library operation and services are computerized using the Soul (Ver.2) Software. It is state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre. It is a UNICODE based multilingual support for Indian and foreign languages; compliant to international standards such as MARC21, AACR-2, MARXML. It supports cataloging of electronic resources such as e-journals, e-books, virtually any type of material. So far, our institution is using its cataloging function only. For e-journals and e-books components, we are using the INFLIBNET N-LIST software. Now our library is fully automated.

To access online resources a separate corner has been created in the library. For barrier free access a separate room has been created at ground floor.

Various online resources are available on our website

<http://asianedu.org/onlineresources.aspx>



File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="http://asianedu.org/onlineresources.aspx">http://asianedu.org/onlineresources.aspx</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0.78

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

40

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The university has a strong IT foundation. The campus includes LAN capabilities and numerous rooms and labs with wifi. All of the classrooms and labs at the institution are connected by a dedicated 200 Mbps lease line. The Principal's office with General office, Steno office, Admin Office, and Accounts office are only a few of the offices at the college that are connected by LAN. In practically every section of the campus, there is Wi-Fi access. The strategies and plans for expanding the IT infrastructure have been implemented. We have a well-defined procedure for replacing out-of-date equipment with newer, more modern technology. IT infrastructure that is continually updated aims to improve the quality and effectiveness of delivery both within and outside of the classroom.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://asianedu.org/dekehg3598uekk/2052022213846.jpg">http://asianedu.org/dekehg3598uekk/2052022213846.jpg</a>

#### 4.3.2 - Number of Computers

65

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

15.26

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

An Assets Supervisor, four sweepers, and two gardeners are hired for the college's campus upkeep and attractiveness. To maintain flawless discipline on campus and keep a continual watch, the college has hired security guards. For the care of electrical fixtures and appliances, a part-time electrician has been hired on a visit basis. The administration makes the choice regarding the upkeep and repair of the college infrastructure after consulting with the personnel. To ensure that the college's whole campus has a constant supply of electricity, two generator sets have been built on the campus. To ensure the internet system server computers always have power, we added one online UPS. A teacher in charge of the computer laboratories is responsible for ensuring their efficient use and upkeep, and they are backed by a lab attendant. The availability and upkeep of other equipment, such as fire extinguishers, water coolers, computers, cash registers, photocopiers, generator sets, and air conditioners, is also ensured through frequent maintenance.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

124

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

30

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**B. 3 of the above**

File Description	Documents
Link to Institutional website	<a href="http://asianedu.org/dekehg3598uekk/13720232382Value_Add_Courses.pdf">http://asianedu.org/dekehg3598uekk/13720232382Value_Add_Courses.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**74**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**74**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

20

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

25

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

#### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

2

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

##### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

5

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The Academic Year 2021-22 was a mix of online college life and subsequent return to the campus. In an online election held on 7th September, Elizabeth Regi was elected as the President. The

first official student council meeting for the year 2021-22 was held on 14th September 2021. As part of Azadi Ka Amrit Mahotsav, the council organized an essay writing competition in September. A poster-making competition was organized in collaboration with the NCC to celebrate Rashtriya Ekta Diwas in October. Along with the Green Society, NCC, and the Department of Physical Education, a programme 'Nadi Ko Jano,' was organized in December. On 25th January 2022, the council commemorated National Voter's Day. On 17th February 2022, campuses across DU reopened. The council and the advisory committee helped the students to return to college. The council members took part in the oath-taking ceremony in the PTSA meeting held on 2nd April 2022. On 28th April the council organized a farewell party for the outgoing batch of 2022. The Staff Advisors: Prof. Sushila Ramaswamy, Dr Alka Marwah, Dr Renu Gupta, and Ms Megha Jacob, provided unstinted assistance and cooperation to the Council in all its endeavours.

File Description	Documents
Paste link for additional information	<a href="http://asianedu.org/dekehg3598uekk/2411202331654AEI_Committees.pdf">http://asianedu.org/dekehg3598uekk/2411202331654AEI_Committees.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

15

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement



5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Asian Educational Institute has registered alumni association. Following are the members of the association:

1. Mr. Sachin Singla (President); 78883-57571 2. Ms. Venni Garg (Senior Vice President); 97815-02888 3. Mr. Sahil Singla (Vice President); 99925-92999 4. Mr. Gurteshwar Singh (General Secretary); 84374-88043 5. Ms. Aarzoo (Assistant Secretary) 80541-02155 6. Mr. Kirat Thakur (Treasurer); 62840-29319 7. Mr. Manish Kumar (Assistant Treasurer) 90416-17163

File Description	Documents
Paste link for additional information	<a href="http://www.asianedu.org/alumniregistration.aspx">http://www.asianedu.org/alumniregistration.aspx</a>
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year E. <1Lakhs  
(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**Vision :** To provide affordable quality education to all, promote morality and sobriety of life, inculcate values in the students, identify their hidden talents and provide them opportunities to realize their full potential and thus shape them into responsible citizens and good human beings.

**Mission :** The mission of the institution is to provide affordable and holistic quality education to all.

**Objectives :** Main objective of the institution is to provide inclusive and affordable quality education. In the light of this, the detailed set of objectives is:

- To promote academic excellence by providing quality education in an intellectually stimulating environment;
- To inculcate high moral, ethical and professional standards among our students to improve the overall personality;
- To enhance the professional competencies and soft skills of the students; and to prepare and train students in a manner which converts them into a work-ready force; and To create responsible and respectable citizens.

Nature of Governance and Plans :There is participative management at the intermediate and operational levels. For operational level decisions, the management formally consults the instructors and students. Free or heavily discounted education is offered to poor and worthy students in order to make the aforementioned vision and purpose a reality. A significant variety of extracurricular events, such as industry visits, guest lectures, on-the-job training, and hands-on projects, are scheduled to close the gap between the classroom and the real world. Sports, cultural activities, social service projects, and spiritual pursuits are all included in the operational planning for the kids' full personality development.

File Description	Documents
Paste link for additional information	<a href="http://asianedu.org/aboutus.aspx">http://asianedu.org/aboutus.aspx</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college practices decentralization and participative management with well defined responsibilities for all the stakeholders. The Management, Principal, staff and students are all part of the decision making process, at multiple platforms concerning the diverse issues in the college. The Management of the college plays a vital role in our organizational structure while framing policies, strategies and plans. When it comes to the design of the policies, the Principal and Head of various Departments provide the required inputs. Administrative Officer assists the Principal continuously throughout the session. A well-established system is in place for recording every receipt and payment as per the rules and regulations framed by the Punjabi University and Punjab Government. Every receipt is authorized by the Principal and checked by the Administrative Officer. All types of payments are first of all sanctioned by the Administrative Officer/ Principal and then finally

approved by the Management. Principal, in consultation with the Faculty, prepares the Academic Calendar which is finally approved by the Management. The planning of all curricular and co-curricular activities is done by Principal and the Faculty, which is finally approved by the Management. At the end of the session, the Management holds a meeting with the teachers to evaluate the performance and find out the deficiencies and suggests the corrective measures to be duly taken care of while planning for the next session.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution's principal goal is to offer all students access to high-quality education that is both inexpensive and inclusive. As a result, all previous strategic and operational plans have been created and carried out. On a practical level, several measures have been made to enhance college admissions and assist poor and deserving students with relevant programmes. At the strategic level, goals have been set for increasing teacher quality, providing excellent education, and providing financial aid to worthy and needy students. Another pressing need was a students' hostel, which was built in 2017 despite being remote from the main city. A number of measures have been launched to raise the student pass rate.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The functioning of the bodies is effective and efficient. The Management, with its expertise in industry and business, takes an

active interest in all the operative level details. In the hierarchy, the Chairman is at the top followed by Director and Principal in order. Principal has a team of specialists that include Vice Principal, Administrative Officer, Placement Officer and Departmental Heads. Administrative Officer has a team that constitutes Clerks, an Accounts Clerk, a Security Officer, a Transport Manager and a Purchase/Stores In-charge. Human Resource Management is a function, till the tenure of current SSR, was done centrally by the Management but from the session 2021-22, a decentralized procedure has been designed by the newly constituted "Academic Committee" and approved by the Management. For planning, recruitment, training and orientation of the staff, a set procedures has been designed. Elaborate rules relating to all this have also been framed. To arrive at a best set of HRM Rules an elaborate exercise has been done which kept in view the Punjabi University Calendar and the Punjab Civil Service Rules.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

## 6.3 - Faculty Empowerment Strategies

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

Several welfare measures have been envisaged in the past for the teaching, non-teaching and technical staff. Being a developing self financed institution, these measures are being implemented in a phasing manner subject to the availability of funds.

#### Welfare Measures for Teaching Staff

- 1.Free/subsidized transport facilities.
- 2.Waiver of fees for teachers' children in the Institution.
- 3.Medical leave and Maternity leave.
- 4.Marriage gifts with the sanction of one week leave.
- 5.Gifts and mementoes on Teachers' Day celebrations.
- 6.Sponsorship for attending conference, workshops and FDPs.
- 7.Incentive for publication of papers / research articles.
- 8.Reward for producing University Ranks.
- 9.Cash awards for academic excellence / cent percent pass percentage.
- 10.Special Study Leave (SSL) to pursue higher education.
- 11.Stress free work environment where in they are given a free hand in subject selection.

#### Welfare Schemes for Non-Teaching Staff

- 1.Educational support to the children of the staff.
- 2.Marriage gifts with the sanction of one week leave.
- 3.Granted medical leave/ maternity leave.
- 4.Free/Subsidized transport facilities.
- 5.Special Study Leave (SSL) for higher studies.
- 6.Incentive for dress materials for non-teaching staff.

**7.ESI/Group Insurance/ Provident Fund Schemes.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year****6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

3

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year****6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

15

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Promotion and annual increment of both teaching and non-teaching employees is decided on the basis of a performance appraisal. Performance appraisal system for the teachers is on the basis of a well structured Performa which takes in to account various factors like academic performance, results of students, remedial teaching for poor learners, research work, punctuality and regularity,

attendance of students in class and extra responsibilities shared by the teacher. Teacher fills the self appraisal form and submits to the respective head of the department. This form is recommended by the Head of the Department and final approval is given by the Management. The increment, if any, is implemented from first of July of an academic session. Non-teaching Staff is also given an increment in salary on the basis of their overall performance as per the evaluation by the Management.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Auditing is a process of examining an organization's financial records to ensure that all departments are following documented system of recording transactions in an organization. Auditing done by qualified independent persons ensures unbiased check on the accounts and their authenticity. Auditing being mandatory ensures proper usage of funds and acts as a moral check. During the course of Internal Audit, all required steps are taken to regularize the accounts and to obtain confirmations for the credit balances, to collect documentary evidences wherever necessary in respect of payments, compliances of T.D.S. and statutory formalities and reconciliation of unit-wise balances with the control accounts and bank reconciliations. The Cash Book is well maintained with all the payments being done through cheque or cash by the Accountant and signed by the Management of the college. The Internal Audit covering all matters related to maintenance of accounts is done by an internal committee comprising the Members from Management, Staff and Accounts . The final audit is done by an independent Chartered Accountant appointed by the management. The final audit report with audit findings is submitted to the Management. The consolidation of the findings of the Institutions with the annual returns is submitted to Income tax Authorities and to other relevant authorities concerned.



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college has institutional techniques for raising money and making the best use of its resources. The college's fundamental activities are supported by money raised from a variety of sources, mostly for the benefit of the students' academic and extracurricular experiences. The principal sources are as follows: Self-financed courses are used to raise money for the following reasons:

- (a) to pay staff members' salaries;
- (b) to organise training camps for students that cover a variety of different activities and programmes for their holistic development;
- (c) to host stalls and exhibitions during fests; and
- (d) to receive NSS grants from the government.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

College constituted an Internal Quality Assurance Cell in the year, 2020 . This cell is an important organ in the college and plays a significant role in the improvement of academic and administrative qualities of the institution. It has ten members comprising one representative each from College Management and industry, one external expert, five from the teaching faculty, one from the Non-Teaching Staff, and two studentmembers, who contribute to the Planning, Execution, and Evaluation of policies and programs for quality enhancement. The external expert member, Dr. G.S.Batra, from Punjabi University, Patiala, played an important role in the process of making plans for the introduction of new courses and chalking out various programs for the development of the faculty

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Owing to the initiation of IQAC, the Institution plans to encourage the students as well as the faculty members to take MOOCs to utilize the remarkable effort of MHRD through SWAYAM. There will be a continuous effort to encourage the faculty and students for active participation in SWAYAM, MOOCs courses. In addition, due to the sudden outbreak of COVID crisis, the institution switched over to online education system which involved a big effort in setting up the online classroom studios, training of teachers and students. State of the art information technology hardware and software was acquired and high bandwidth Internet system helped to overcome the COVID generated limitations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.asianedu.org/dekehg3598uekk/21720233284IQAC%20Notices%20(3).pdf">http://www.asianedu.org/dekehg3598uekk/21720233284IQAC%20Notices%20(3).pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

As one of region's leading college, AEI is committed to create an inclusive and gender sensitive space for our students. For us, gender sensitisation pervades every aspect of college life, and is an important shared value for all stakeholders.

The college has organized multiple formal events related to gender in the academic session 2021-2022. AEI plays a critical role in fostering gender sensitivity on campus.

Programmes in the form of seminars, inter-institutional

collaborations, certificate courses, research projects, and workshops were organized throughout the year that aimed to provide an intersectional approach to creating awareness amongst students about the inequalities confronting all genders.

AEI also has an active Internal Complaints Committee, a statutory body formed to register complaints of harassment and undertake formal proceedings to resolve them.

Special attention was paid to issues relevant to women in the 21st century, especially those of mental health, sexual identities, and sexual harassment in the workplace. Several societies and departments came together to organise a wide range of events and activities to promote mental health and well-being, and to impart education that is empowering.

File Description	Documents
Annual gender sensitization action plan	<a href="http://asianedu.org/dekehg3598uekk/2411202321544911zon_AEI_Gender_2122.pdf">http://asianedu.org/dekehg3598uekk/2411202321544911zon_AEI_Gender_2122.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://asianedu.org/dekehg3598uekk/2411202321544911zon_AEI_Gender_2122.pdf">http://asianedu.org/dekehg3598uekk/2411202321544911zon_AEI_Gender_2122.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**Solid Waste Management:**

The college has adopted various strategies to manage solid waste by practicing minimization, reuse, and recycling. Students creatively utilize waste papers, single-use plastic disposables, etc. for decoration at various college events.

The college has the practice to use one-sided printed paper for internal communication and use reused papers in the institution.

Two types of bins are installed at various locations on the campus for biodegradable and non-biodegradable waste. There are 2 composting pits on the college campus to manage the biodegradable waste.

Incinerators is used to ensure the safe disposal of sanitary waste.

Students and staff are encouraged towards 'Bring Your Bottle', 'Bring Your Own Bag', and 'Bring Your cutlery' to minimize the use of single-use plastic on the campus.

Liquid waste management: Waste recycling system: Wastewater coming out of the RO (Reverse Osmosis) system is reused in the washroom flushing system through a separate pipeline.

E-Waste Management: Collection drives for E-Waste are held in AEI regularly.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution:** Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**A. Any 4 or all of the above**

**5.**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college has routinely schedule events that intend to raise awareness about India's rich heritage and cultural diversity. The Asian Educational Society aims to celebrate and promote Indian heritage, craft and tradition by hosting regular music and dance performances. AEI organizes events like "Welcome Freshers" , "

Annual Sports Meet", " Farewell", " Basant Panchmi", " World Theatre Day", "International Literacy Day", " Science Day", " World Forest Day", "Environment Day", " Yoga Day" etc. AEI also actively work to facilitate enriching discussions and programmes around building harmony and tolerance and becoming appreciative of the diversity amongst the students and staff of college.. The college has also organised multiple events for the 75th year of independence under the banner of Azaadi ka Amrit Mahotsav that enabled an exploration of Independent India's development from a multidisciplinary perspective.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

AEI takes pride in imparting a higher education experience for its students that includes an awareness of one's constitutional obligations and a respect for one's fundamental rights and duties. We strive that all employees and students of the college share a commitment for being responsible citizens of the country. Various programmes and activities are organized by departments and committees, throughout the year for the same. AEI has an active National Service Scheme (NSS) unit where students engage in diverse community service programmes. The academic session of 2021-2022 witnessed a number of celebrations and competitions by the NSS for awareness building on a vast array of issues, like 'International Day of the Girl Child' in which students made awareness among juniors and community on various government schemes such as Ladli Scheme, Beti Bachao Beti Padhao etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code**      **A. All of the above**



of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

AEI observes several national and international significant days to educate our students on the history, traditions, and practices of India by engaging and participatory ways. AEI celebrated India's Independence Day with much enthusiasm. The Republic Day was marked online with various programs organized by NSS on 26th January 2022. The National Services Scheme of AEI actively celebrates and organizes various events to commemorate and remember national and international celebrations. A few of the events organized are World Environment Day on 5/06/2022 and 8th International Yoga day on 21/06/2022. For International Day of Girl Child, the NSS organized a 7 day outreach program. A full-day event was also organized by NSS to commemorate International Women's Day on 08/03/2022. Various Public service orientations were given to students through different events and outreach programs by the AEI students. AEI celebrates pan-Indian and regional festivals like Diwali, Baiskahi, Lohri, etc. to inculcate a sense of respect for our religion and cultural diversity among students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### BEST PRACTICE-I

**Title of the Practice: Free Education to the Needy and Deserving Students**

**Objectives of the practice:**

- (a) to help the meritorious and needy students; and
- (b) to provide free education to SC/ST students as per government scheme

### BEST PRACTICE-II

**Title of the Practice: Remedial and Personality Development classes**

**Objectives of the practice:**

- (a) to improve the academic achievement of the student;
- (b) to motivate students for excellence in their academic and coacademics;
- (c) to promote self-learning among students; and
- (d) to make them confident.

File Description	Documents
Best practices in the Institutional website	<a href="http://www.asianedu.org/activities.aspx?id=Bestpractices">http://www.asianedu.org/activities.aspx?id=Bestpractices</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

AEI was founded in 2010 with a mission to provide quality education to young students from all strata. Our vision has been to enable students to develop as students of competence, compassion, and conscience through transformative education so that they may become transformative agents in society. AEI creates safe spaces for students. The Auditorium, the Common Room, and the lawns provide spaces for public discussions.

Gender sensitization extends beyond the classroom through events that reinforce the institution's vision. AEI plays a critical role in fostering gender sensitivity. Various events are regularly organized to create an intersectional awareness about gender inequalities. In 2021-2022, AEI focused on providing an intersectional approach to create awareness amongst students about the inequalities confronting all genders.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- Asian Educational Institute(AEI) is required to follow syllabus set by parent University, Punjabi University, Patiala. Academic processes are streamlined with timetables and workloads for each academic session. Departmental reports are collated at end of academic session, documenting academic and co-curricular work undertaken.
- Our teachers regularly update their knowledge through active involvement in Research and Faculty Development Programmes. Most of our faculty members are part of university examination evaluation process.
- The college employs technologically enabled infrastructure, with special assistance for our students with disabilities. Various internships, projects, and field trips facilitate experiential learning.
- AEI library provides access to vast repertoire of international and national journals, books and e-resources.
- AEI is one of the few colleges that offer certificate add-on courses. The courses impart life skills, thus providing opportunities to build bridges with the world of work.
- AEI has a strong tutorial and mentor-ward system. Here, smaller groups of students are created in order to facilitate individualized discussions. Students requiring further support are guided to professionals.
- At AEI, we believe that education is a dialogic process, and a robust feedback system gives us opportunities for growth. Feedback forms for all stakeholders are uploaded on college website.
- AEI endeavors to raise consciousness of our students about how gender-based inequalities, neglect of environmental concerns hamper an individual's growth in order to prepare them to participate in society as mindful individuals.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

- AEI follows the Academic Calendar issued by Punjabi University, Patiala. It clearly delineates schedule for teaching, examination, semester break and vacations. College makes its own calendar of events which is communicated to all stakeholders. Both calendars are uploaded on college website.
- Aforementioned information is reinforced during collegiate and departmental orientation of new students. Principal conducts meetings with Teacher-In-Charge(s), faculty members, members of societies, and non-teaching staff to ensure smooth execution of scheduled activities.
- For conducting effective Continuous Internal Evaluation, teachers prepare teaching schedule, tests and assignments in accordance with time table and academic calendar. Students are informed in advance about deadlines for assignments, dates for tests and presentations, and criteria of assessment. Students are also informed about their internal assessment before marks are uploaded online.
- Multiple assessments are taken, with the aim of making learning a continuum and creating opportunities for students' growth.
- Mid-Semester break, offered by University, is utilized for field work, project work, excursions, and so on which form an integral part of CIE. It is equally important to carve a space for collegiate events. College organized Literary Day, World Theatre Day, Library Day, Anti Malaria Day, Health Awareness Camp of Cervical Cancer and an essay writing and poster making competition during session 2021-2022. Everything is geared towards providing transformative education in structured manner with accessibility and transparency.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://asianedu.org/dekehg3598uekk/88202313345sapna%20academic%20calender.pdf">http://asianedu.org/dekehg3598uekk/88202313345sapna%20academic%20calender.pdf</a>

### 1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating

**University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

346

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Asian Educational Institute inculcates compassion and commitment to the development of self and society. The College has compulsory committees such as Discipline Committee, Students Grievance committee, Anti Ragging Cell, Women Harassment Cell, NSS, and Cultural Committee etc. which organize events and outreach programmes for students to critically engage with socio-cultural issues related to gender, environment and ethics.

Various Generic Electives, Skill Enhancement and Ability Enhancement Compulsory Courses are offered in order to academically enrich the ethos of students.

NSS and Women Harassment Cell organized a one day mental health awareness camp after COVID - 19.

As part of outreach initiatives AEI organised a Safe Drinking Water Test Campaign, Course Awareness seminars organised in nearby schools, Celebrated World Anti Malaria Day and offered Free Education to Girl Child securing 85% and above marks in previous examination under "Beti Bachao and Beti Padhao".

AEI has carefully planned its infrastructure to prioritize conservation of environment. AEI conducted an Anti Plastic Campaign and an online air pollution awareness campaign.

The college building is well equipped with suitable infrastructure for students with disabilities to make the college an inclusive space.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

3



File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://sites.google.com/view/asianiqac/faculty-corner/faculty-feedback">https://sites.google.com/view/asianiqac/faculty-corner/faculty-feedback</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

**289**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

## 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

173

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

### 2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

- Teachers assess the learning levels of the students in the classrooms during lectures and their observation of the student's performance in the class tests, assignments, tutorials, etc. helps in identification of the slow and advanced learners in the classroom.
- Specific teaching-learning methodologies oriented to the needs of such students are then discussed and implemented. An integrated approach is followed in the classes by our faculty.
- Traditional teaching methods are aided by new age technological methods to make learning more engaging and relatable.
- To enhance the classroom learning for the slow learners, tutorials and bridge course classes are organized, the purpose of which is to give special coaching in areas where they need support.

- This was designed particularly for the first year students with a focus on bridging the gap and providing a smooth transition for the students from the online mode to the offline mode, as well as orienting them to college education.
- In case of the advanced learners, departments through a combination of academic and co-curricular activities encourage the advanced learners to optimize their potential.
- The faculty helps the students to get relevant research projects and publish papers in the field of their choice.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1BroQWmNkw_b12cf_5fg90E8sVOp8p1pN/view?pli=1">https://drive.google.com/file/d/1BroQWmNkw_b12cf_5fg90E8sVOp8p1pN/view?pli=1</a>
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
289	26

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences Asian Educational Institute actively works towards cultivating an intellectually stimulating learning environment wherein students are trained to develop their innate talent and realize their potential to the maximum. A series of events, talks, workshops, field trips, seminars, and webinars are organized to provide beyond the classroom exposure

and hands-on experience to students for their holistic growth and overall well-being. Pedagogical tools are also deployed towards making students sensitive and attentive to the nuances of the socio-cultural reality that they inhabit so that they learn to view themselves as significant stakeholders in nation-building.

The various departments and committees of the college, through a myriad of events, consistently attempts to:

- Bridge the gap between theory and praxis
- Prepare Students for careers in a variety of fields through vocation-oriented programmes
- Organise interactive sessions with eminent personalities
- Sensitise students towards their responsibility towards society through various outreach programmes
- Inculcate a sense of duty towards the environment
- Nurture a meaningful balance of physical and mental well-being
- The faculty, particularly of psychology department referred the students facing mental health related challenges for professional help during the pandemic and post pandemic period.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://asianedu.org/dekehg3598uekk/3110202304429A231_final.pdf">http://asianedu.org/dekehg3598uekk/3110202304429A231_final.pdf</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College is a Wi-Fi Enabled Campus which helps the teachers and students to stay connected to the internet and learn and teach the updated information. Some teachers use and share E-books which are very useful for the students as they are handy

and saves the cost of buying the physical books. Teachers use microphone connected speakers to enable them to reach to all the students in the

classroom effectively. The teachers take practical classes for courses like Mathematics, Commerce, Computer Science, Economics, etc. The labs are updated with new softwares like Tally, R, Microsoft Office, the latest Excel utility downloaded from the Income Tax Department website, etc. Teachers have started taking lectures online on Google Meet, Zoom, etc. Besides using the e-books in the e-classrooms, educational podcasts and videos, such as Ted Talks, YouTube Content, etc are used which further adds quality to lecture delivery. Teachers share reading materials, short notes, e-books over different media like Google Classroom, E-Mail, College Portal, Blogs, WhatsApp, etc. Teachers most often use ICTs for 'routine tasks' (lesson plan development, information presentation, basic information searches on the Internet, record keeping and so on).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

16

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

26	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
<b>2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)</b>	
<b>2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year</b>	
6	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>
<b>2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)</b>	
<b>2.4.3.1 - Total experience of full-time teachers</b>	
100	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>
<b>2.5 - Evaluation Process and Reforms</b>	
2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and	

mode. Write description within 200 words.

AEI gives weightage in overall assessment of the students as per the syllabus prescribed by the university. The breakup of Internal Assessment as prescribed by the University is as follows:

40% through Mid Semester Tests and Tutorials;

40% through Assignments, Projects and Presentations;

20% through Attendance and class Presentation.

Teachers ensure that the students are aware of the Internal Assessment Evaluation Criteria. It is discussed with them in detail to enhance transparency and rigor with a view to focus on individual and original work. The criterion is objective and transparent devoid of any bias on the part of the teacher. Students are informed in advance that independent learning, authentic thinking and new ideas will be given additional points. A variety of techniques and methods such as MCQs, Analytical tests, Case studies, Book Reports, Classroom presentations, individual and group projects are employed.

The College conducted two mid semester examination as per the university criteria

on a continuous basis before semester-end examinations held by the University. Teachers bridge the knowledge gap through pedagogical practices employed in tutorials. Students are also encouraged to apply the theoretical concepts taught in class to real life situations.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="http://punjabiuniversity.ac.in/indexSyllabi.aspx">http://punjabiuniversity.ac.in/indexSyllabi.aspx</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

At the end of each semester, there is a final exam which is

uniformly conducted for students across all the constituent colleges of Punjabi University, Patiala. The Internal Assessment is conducted through Class Tests, Tutorials, Assignments, Projects and Presentations. All of these together constitute an integral part of Internal Examination which is carried out in a well-planned and systematic manner. The institution has a well-defined system in place to deal with examination related grievances.

The College has adopted an online system where each student can view his/her total assessment marks at the end of each semester and can report discrepancies. The College follows a completely web-enabled (online) internal assessment system. Assignment and test / project marks are uploaded on this online system.

The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal assessment. The final Internal Assessment marks are reviewed by the Departments. There is a Moderation Committee at the college level that looks into any discrepancies. All detected errors are promptly reported to the University by the College.

Mentor-ward system also serves as a platform where students may bring their grievances to the attention of the professor.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Programme Outcomes (PO) and Course Outcomes (CO) are adopted for all programme offered by the institution in accordance with "Punjabi University" guidelines. The Learning Outcomes-based Curriculum Framework (LOCF) is intended to suit the present day needs of the student in terms of securing their path towards higher studies or a terminal degree guiding students towards career choices. Learning outcomes form an integral part of college vision, mission and objectives.

The learning objectives and specific course outcomes are communicated through various means such as college prospectus,



Principal's address to students and parents, Alumni meets and dissemination in classroom by concerned staff. These are also prominently featured on college boards, college magazine and other publications brought during conferences and seminars.

The college deputed teachers for workshops, seminars, conferences and FDPs to enrich them to attain the outcomes while teaching learning in the classes. Successful alumni students are also invited to interact with both students and teachers at specific events and meetings where they share how their individual course shaped their career.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Institution regularly evaluates the performance of students through various methods for measuring the attainment of each of the Programme Outcomes, Programme Specific Outcomes and Course Outcomes. Throughout the year the faculty records the performance of each student on each programme outcome.

**Evaluation Process:** The programme outcomes and programme specific outcomes are assessed with the help of course outcomes of the relevant programme through direct evaluation process. It is provided through University Examinations, terminal exams, internal and home assignments, unit tests, surprise tests, open book tests, etc.

**Average attainment in Evaluation Process:** Students under university examination are evaluated for 70% to 75% of the total marks and institution for 25% to 30% marks as per university curriculum subject wise as internal assessment.

Students enrolled for Add On/Certificate Courses offered by the institution are evaluated by the institution itself. At the same time, observations of student knowledge and skills against measurable course outcomes are evaluated throughout the year.

Some Methods of measuring attainment includes :

- End Semester University Examination
- Internal and External Evaluation
- Feedback Evaluation
- Internships
- Placements
- Higher Studies

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://asianedu.org/dekehg3598uekk/24112023257811zon_AEIPO_CO_2021_22.pdf">http://asianedu.org/dekehg3598uekk/24112023257811zon_AEIPO_CO_2021_22.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

48

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[http://asianedu.org/dekehg3598uekk/129202304737AEI\\_SS\\_2021\\_22.pdf](http://asianedu.org/dekehg3598uekk/129202304737AEI_SS_2021_22.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

#### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

#### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

##### 3.1.2.1 - Number of teachers recognized as research guides

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

##### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Asian Educational Institute encourages students to gain knowledge through innovations and involvement in creative ideas along with an academic knowledge system. They are given a chance to develop entrepreneurship-related skills and come up with productive and constructive ideas. In the academic year of 2021-2022, several departmental-level curricular and extra-curricular activities, and events were organized by committees that assisted in building a bridge between students, faculty members, and industry/organizational level experts to create an ecosystem for innovation and creative transfer of knowledge. Events aimed at providing corporate training and teaching proper etiquette required in a business organization and keeping this in mind college committees organized several talks, capacity building & skill enhancement programs, webinars, and sale events for developing marketing skills among students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://asianedu.org/dekehg3598uekk/231020234946Asian%20Educational%20Institute%20.pdf">http://asianedu.org/dekehg3598uekk/231020234946Asian%20Educational%20Institute%20.pdf</a> <a href="#">f</a>

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	<a href="http://asianedu.org/dekehq3598uekk/21720233043D242A.pdf">http://asianedu.org/dekehq3598uekk/21720233043D242A.pdf</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

**3.4 - Extension Activities**

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Asian Educational Institute encourages students to gain knowledge through innovations and involvement in creative ideas along with an academic knowledge system. They are given a chance to develop entrepreneurship-related skills and come up with productive and constructive ideas. In the academic year of 2021-2022, several departmental-level curricular and extra-curricular activities, and events were organized by committees that assisted in building a bridge between students, faculty members, and industry/organizational level experts to create an ecosystem for innovation and creative transfer of knowledge. Events aimed at providing corporate training and teaching proper etiquette required in a business organization and keeping this in mind college committees organized several talks, capacity building & skill enhancement programs, webinars, and sale events for developing marketing skills among students.

File Description	Documents
Paste link for additional information	<a href="http://asianedu.org/dekehg3598uekk/217202312415Extension_Activities_2021_22.pdf">http://asianedu.org/dekehg3598uekk/217202312415Extension_Activities_2021_22.pdf</a>
Upload any additional information	No File Uploaded

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	No File Uploaded

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

<b>3.5 - Collaboration</b>	
<b>3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year</b>	
<b>3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year</b>	
File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded
<b>3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year</b>	
<b>3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year</b>	
2	
File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>
<b>INFRASTRUCTURE AND LEARNING RESOURCES</b>	
<b>4.1 - Physical Facilities</b>	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
College situated on Sirhind Road, Patiala, is a co-educational institution established in 2010 and has a campus covering an area of 4830.96 sq. mtrs. The College has an eco-friendly	



infrastructure and has a present strength of 303 students. The whole campus is divided into three floors: (a) the ground floor; (b) the first floor; and (c) the second floor. There is also an administrative block in the campus to run the administration of the college. The institution has 31 Classrooms which are fully ventilated and spacious enough to accommodate our present strength. All the rooms are provided with internet and wi-fi connectivity. To meet the curricular and co-curricular needs, we have a Seminar room, an Auditorium and an Open Air Stage. College also has lush green gardens. The college has a central computerized library with sufficient number of books. College has a spacious Computer Lab with adequate number of computers and there is an English Communication Lab to enhance the vocabulary, speaking and pronunciation of the students. Our college has a Common Room for girls. Every block has separate washrooms and RO water coolers. Canteen facility is also available in the campus. Separate parking area for staff members, boys and girls are available.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://asianedu.org/activities.aspx?id=Infrastructure">http://asianedu.org/activities.aspx?id=Infrastructure</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has enough infrastructure facilities for sports and cultural activities which it keeps on updating constantly. To continue its notable performance in sports, the college provides best infrastructure facilities to its players. It has well maintained playgrounds for football, cricket, javelin throw, discus throw, volleyball etc. Our college encourages students to actively participate in sports and provides all facilities including fee concession, scholarship etc. College also provides indoor games such as Chess, Table tennis, Carom- board etc. The college also has the required infrastructure for conducting cultural activities. There is an auditorium with a sitting capacity of 300. There is an Open Air Theater facing the playground. Lush green gardens and lawns act as a venue for various occasions like Teej, Basant, Lohri, Independence Day, Republic day etc. For conducting fresher and farewell or many other celebrations college auditorium is used as a venue. There

is a good facility for track and field events.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://asianedu.org/activities.aspx?id=Infrastructure">http://asianedu.org/activities.aspx?id=Infrastructure</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

31

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://asianedu.org/dekehg3598uekk/247202314946List%20of%20Class%20Rooms.pdf">http://asianedu.org/dekehg3598uekk/247202314946List%20of%20Class%20Rooms.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3.51

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

## 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Integrated Library Management Systems (ILMS) is to cope with one or more discrete functions within a library. These functions include cataloging, issue /receipt of books, self service, automated reminders and so on. The institution library operation and services are computerized using the Soul (Ver.2) Software. It is state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre. It is a UNICODE based multilingual support for Indian and foreign languages; compliant to international standards such as MARC21, AACR-2, MARCXML. It supports cataloging of electronic resources such as e-journals, e-books, virtually any type of material. So far, our institution is using its cataloging function only. For e-journals and e-books components, we are using the INFLIBNET N-LIST software. Now our library is fully automated.

To access online resources a separate corner has been created in the library. For barrier free access a separate room has been created at ground floor.

Various online resources are available on our website  
<http://asianedu.org/onlineresources.aspx>

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="http://asianedu.org/onlineresources.aspx">http://asianedu.org/onlineresources.aspx</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

#### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.78

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

#### 4.2.4.1 - Number of teachers and students using library per day over last one year

40

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The university has a strong IT foundation. The campus includes LAN capabilities and numerous rooms and labs with wifi. All of the classrooms and labs at the institution are connected by a dedicated 200 Mbps lease line. The Principal's office with General office, Steno office, Admin Office, and Accounts office are only a few of the offices at the college that are connected by LAN. In practically every section of the campus, there is Wi-Fi access. The strategies and plans for expanding the IT infrastructure have been implemented. We have a well-defined procedure for replacing out-of-date equipment with newer, more modern technology. IT infrastructure that is continually updated aims to improve the quality and effectiveness of delivery both within and outside of the classroom.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://asianedu.org/dekehg3598uekk/2052022213846.jpg">http://asianedu.org/dekehg3598uekk/2052022213846.jpg</a>

#### 4.3.2 - Number of Computers

65

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

15.26

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

An Assets Supervisor, four sweepers, and two gardeners are hired for the college's campus upkeep and attractiveness. To maintain flawless discipline on campus and keep a continual watch, the college has hired security guards. For the care of electrical fixtures and appliances, a part-time electrician has been hired on a visit basis. The administration makes the choice regarding the upkeep and repair of the college infrastructure after consulting with the personnel. To ensure that the college's whole campus has a constant supply of electricity, two generator sets have been built on the campus. To ensure the internet system server computers always have power, we added one online UPS. A teacher in charge of the computer laboratories is responsible for ensuring their efficient use and upkeep, and they are backed by a lab attendant. The availability and upkeep of other equipment, such as fire extinguishers, water coolers, computers, cash registers, photocopiers, generator sets, and air conditioners, is also ensured through frequent maintenance.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

124

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

30

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**B. 3 of the above**

File Description	Documents
Link to Institutional website	<a href="http://asianedu.org/dekehg3598uekk/13720232382Value_Add_Courses.pdf">http://asianedu.org/dekehg3598uekk/13720232382Value_Add_Courses.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

74

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

74

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**



File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

20

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

25

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

2

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

5

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The Academic Year 2021-22 was a mix of online college life and subsequent return to the campus. In an online election held on 7th September, Elizabeth Regi was elected as the President. The

firstofficial student council meeting for the year 2021-22 was held on14th September 2021. As part of Azadi ka Amrit Mahotsav, the councilorganized an essay writing competition in September. A poster-makingcompetition was organized in collaboration with the NCC to celebrateRashtriya Ekta Diwas in October. Along with the Green Society, NCC,and the Department of Physical Education, a programme 'Nadi koJano,' was organized in December. On 25th January 2022, the councilcommemorated National Voter's Day.On 17th February 2022, campuses across DU reopened. The council andthe advisory committee helped the students to return to college. Thecouncil members took part in the oath-taking ceremony in the PTSAmeeting held on 2nd April 2022. On 28th April the council organizeda farewell party for the outgoing batch of 2022.The Staff Advisors:Prof. Sushila Ramaswamy, Dr Alka Marwah, Dr RenuGupta, and Ms Megha Jacob, provided unstinted assistance andcooperation to the Council in all its endeavours.

File Description	Documents
Paste link for additional information	<a href="http://asianedu.org/dekehg3598uekk/2411202331654AEI_Committees.pdf">http://asianedu.org/dekehg3598uekk/2411202331654AEI_Committees.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

15

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Asian Educational Institute has registered alumni association. Following are the members of the association:

1. Mr. Sachin Singla (President); 78883-57571 2. Ms. Venni Garg (Senior Vice President); 97815-02888 3. Mr. Sahil Singla (Vice President); 99925-92999 4. Mr. Gurteshwar Singh (General Secretary); 84374-88043 5. Ms. Aarzo (Assistant Secretary) 80541-02155 6. Mr. Kirat Thakur (Treasurer); 62840-29319 7. Mr. Manish Kumar (Assistant Treasurer) 90416-17163

File Description	Documents
Paste link for additional information	<a href="http://www.asianedu.org/alumniregistration.aspx">http://www.asianedu.org/alumniregistration.aspx</a>
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**Vision :** To provide affordable quality education to all, promote morality and sobriety of life, inculcate values in the students, identify their hidden talents and provide them opportunities to realize their full potential and thus shape them into responsible citizens and good human beings.

**Mission :** The mission of the institution is to provide affordable and holistic quality education to all.

**Objectives :** Main objective of the institution is to provide inclusive and affordable quality education. In the light of this, the detailed set of objectives is:

- To promote academic excellence by providing quality education in an intellectually stimulating environment;
- To inculcate high moral, ethical and professional standards among our students to improve the overall personality;
- To enhance the professional competencies and soft skills of the students; and to prepare and train students in a manner which converts them into a work-ready force; and To create responsible and respectable citizens.

**Nature of Governance and Plans :**There is participative management at the intermediate and operational levels. For operational level decisions, the management formally consults the instructors and students. Free or heavily discounted education is offered to poor and worthy students in order to make the aforementioned vision and purpose a reality. A significant variety of extracurricular events, such as industry visits, guest lectures, on-the-job training, and hands-on projects, are scheduled to close the gap between the classroom and the real world. Sports, cultural activities, social service projects, and spiritual pursuits are all included in the operational planning for the kids' full personality development.

File Description	Documents
Paste link for additional information	<a href="http://asianedu.org/aboutus.aspx">http://asianedu.org/aboutus.aspx</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college practices decentralization and participative management with well defined responsibilities for all the stakeholders. The Management, Principal, staff and students are all part of the decision making process, at multiple platforms concerning the diverse issues in the college. The Management of the college plays a vital role in our organizational structure while framing policies, strategies and plans. When it comes to the design of the policies, the Principal and Head of various Departments provide the required inputs. Administrative Officer assists the Principal continuously throughout the session. A well-established system is in place for recording every receipt and payment as per the rules and regulations framed by the Punjabi University and Punjab Government. Every receipt is authorized by the Principal and checked by the Administrative Officer. All

types of payments are first of all sanctioned by the Administrative Officer/ Principal and then finally approved by the Management. Principal, in consultation with the Faculty, prepares the Academic Calendar which is finally approved by the Management. The planning of all curricular and co-curricular activities is done by Principal and the Faculty, which is finally approved by the Management. At the end of the session, the Management holds a meeting with the teachers to evaluate the performance and find out the deficiencies and suggests the corrective measures to be duly taken care of while planning for the next session.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution's principal goal is to offer all students access to high-quality education that is both inexpensive and inclusive. As a result, all previous strategic and operational plans have been created and carried out. On a practical level, several measures have been made to enhance college admissions and assist poor and deserving students with relevant programmes. At the strategic level, goals have been set for increasing teacher quality, providing excellent education, and providing financial aid to worthy and needy students. Another pressing need was a students' hostel, which was built in 2017 despite being remote from the main city. A number of measures have been launched to raise the student pass rate.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

The functioning of the bodies is effective and efficient. The Management, with its expertise in industry and business, takes an active interest in all the operative level details. In the hierarchy, the Chairman is at the top followed by Director and Principal in order. Principal has a team of specialists that include Vice Principal, Administrative Officer, Placement Officer and Departmental Heads. Administrative Officer has a team that constitutes Clerks, an Accounts Clerk, a Security Officer, a Transport Manager and a Purchase/Stores In-charge. Human Resource Management is a function, till the tenure of current SSR, was done centrally by the Management but from the session 2021-22, a decentralized procedure has been designed by the newly constituted "Academic Committee" and approved by the Management. For planning, recruitment, training and orientation of the staff, a set procedures has been designed. Elaborate rules relating to all this have also been framed. To arrive at a best set of HRM Rules an elaborate exercise has been done which kept in view the Punjabi University Calendar and the Punjab Civil Service Rules.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

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

Several welfare measures have been envisaged in the past for the teaching, non-teaching and technical staff. Being a developing self financed institution, these measures are being implemented in a phasing manner subject to the availability of funds.

##### Welfare Measures for Teaching Staff

- 1.Free/subsidized transport facilities.
- 2.Waiver of fees for teachers' children in the Institution.
- 3.Medical leave and Maternity leave.
- 4.Marriage gifts with the sanction of one week leave.
- 5.Gifts and mementoes on Teachers' Day celebrations.
- 6.Sponsorship for attending conference, workshops and FDPs.
- 7.Incentive for publication of papers / research articles.
- 8.Reward for producing University Ranks.
- 9.Cash awards for academic excellence / cent percent pass percentage.
- 10.Special Study Leave (SSL) to pursue higher education.
- 11.Stress free work environment where in they are given a free hand in subject selection.

##### Welfare Schemes for Non-Teaching Staff

- 1.Educational support to the children of the staff.
- 2.Marriage gifts with the sanction of one week leave.
- 3.Granted medical leave/ maternity leave.
- 4.Free/Subsidized transport facilities.
- 5.Special Study Leave (SSL) for higher studies.



**6.Incentive for dress materials for non-teaching staff.**

**7.ESI/Group Insurance/ Provident Fund Schemes.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

3

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

15

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Promotion and annual increment of both teaching and non-teaching employees is decided on the basis of a performance appraisal. Performance appraisal system for the teachers is on the basis of a well structured Performa which takes in to account various

factors like academic performance, results of students, remedial teaching for poor learners, research work, punctuality and regularity, attendance of students in class and extra responsibilities shared by the teacher. Teacher fills the self appraisal form and submits to the respective head of the department. This form is recommended by the Head of the Department and final approval is given by the Management. The increment, if any, is implemented from first of July of an academic session. Non-teaching Staff is also given an increment in salary on the basis of their overall performance as per the evaluation by the Management.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Auditing is a process of examining an organization's financial records to ensure that all departments are following documented system of recording transactions in an organization. Auditing done by qualified independent persons ensures unbiased check on the accounts and their authenticity. Auditing being mandatory ensures proper usage of funds and acts as a moral check. During the course of Internal Audit, all required steps are taken to regularize the accounts and to obtain confirmations for the credit balances, to collect documentary evidences wherever necessary in respect of payments, compliances of T.D.S. and statutory formalities and reconciliation of unit-wise balances with the control accounts and bank reconciliations. The Cash Book is well maintained with all the payments being done through cheque or cash by the Accountant and signed by the Management of the college. The Internal Audit covering all matters related to maintenance of accounts is done by an internal committee comprising the Members from Management, Staff and Accounts . The final audit is done by an independent Chartered Accountant appointed by the management. The final audit report with audit findings is submitted to the Management. The consolidation of the findings of the Institutions with the annual returns is submitted to Income tax Authorities and to other relevant authorities

concerned.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college has institutional techniques for raising money and making the best use of its resources. The college's fundamental activities are supported by money raised from a variety of sources, mostly for the benefit of the students' academic and extracurricular experiences. The principal sources are as follows: Self-financed courses are used to raise money for the following reasons:

- (a) to pay staff members' salaries;
- (b) to organise training camps for students that cover a variety of different activities and programmes for their holistic development;
- (c) to host stalls and exhibitions during fests; and
- (d) to receive NSS grants from the government.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

College constituted an Internal Quality Assurance Cell in the year, 2020 . This cell is an important organ in the college and plays a significant role in the improvement of academic and administrative qualities of the institution. It has ten members comprising one representative each from College Management and industry, one external expert, five from the teaching faculty, one from the Non-Teaching Staff, and two studentmembers, who contribute to the Planning, Execution, and Evaluation of policies and programs for quality enhancement. The external expert member, Dr. G.S.Batra, from Punjabi University, Patiala, played an important role in the process of making plans for the introduction of new courses and chalking out various programs for the development of the faculty

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Owing to the initiation of IQAC, the Institution plans to encourage the students as well as the faculty members to take MOOCs to utilize the remarkable effort of MHRD through SWAYAM. There will be a continuous effort to encourage the faculty and students for active participation in SWAYAM, MOOCs courses. In addition, due to the sudden outbreak of COVID crisis, the institution switched over to online education system which involved a big effort in setting up the online classroom studios, training of teachers and students. State of the art information technology hardware and software was acquired and high bandwidth

Internet system helped to overcome the COVID generated limitations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.asianedu.org/dekehg3598uekk/21720233284IOAC%20Notices%20(3).pdf">http://www.asianedu.org/dekehg3598uekk/21720233284IOAC%20Notices%20(3).pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

As one of region's leading college, AEI is committed to create an inclusive and gender sensitive space for our students. For us, gender sensitisation pervades every aspect of college life, and is an important shared value for all stakeholders.

The college has organized multiple formal events related to

gender in the academic session 2021-2022. AEI plays a critical role in fostering gender sensitivity on campus.

Programmes in the form of seminars, inter-institutional collaborations, certificate courses, research projects, and workshops were organized throughout the year that aimed to provide an intersectional approach to creating awareness amongst students about the inequalities confronting all genders.

AEI also has an active Internal Complaints Committee, a statutory body formed to register complaints of harassment and undertake formal proceedings to resolve them.

Special attention was paid to issues relevant to women in the 21st century, especially those of mental health, sexual identities, and sexual harassment in the workplace. Several societies and departments came together to organise a wide range of events and activities to promote mental health and well-being, and to impart education that is empowering.

File Description	Documents
Annual gender sensitization action plan	<a href="http://asianedu.org/dekehg3598uekk/2411202321544911zon_AEI_Gender_2122.pdf">http://asianedu.org/dekehg3598uekk/2411202321544911zon_AEI_Gender_2122.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://asianedu.org/dekehg3598uekk/2411202321544911zon_AEI_Gender_2122.pdf">http://asianedu.org/dekehg3598uekk/2411202321544911zon_AEI_Gender_2122.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

management Biomedical waste management E-waste management Waste recycling system  
 Hazardous chemicals and radioactive waste management

**Solid Waste Management:**

The college has adopted various strategies to manage solid waste by practicing minimization, reuse, and recycling. Students creatively utilize waste papers, single-use plastic disposables, etc. for decoration at various college events.

The college has the practice to use one-sided printed paper for internal communication and use reused papers in the institution.

Two types of bins are installed at various locations on the campus for biodegradable and non-biodegradable waste. There are 2 composting pits on the college campus to manage the biodegradable waste.

Incinerators is used to ensure the safe disposal of sanitary waste.

Students and staff are encouraged towards 'Bring Your Bottle', 'Bring Your Own Bag', and 'Bring Your cutlery' to minimize the use of single-use plastic on the campus.

Liquid waste management: Waste recycling system: Wastewater coming out of the RO (Reverse Osmosis) system is reused in the washroom flushing system through a separate pipeline.

E-Waste Management: Collection drives for E-Waste are held in AEI regularly.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

A. Any 4 or all of the above



File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

#### 7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</b></p> <p><b>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	A. Any 4 or all of the above
--	------------------------------

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).
<p>The college has routinely schedule events that intend to raise awareness about India's rich heritage and cultural diversity. The Asian Educational Society aims to celebrate and promote Indian heritage, craft and tradition by hosting regular music and dance performances. AEI organizes events like "Welcome Freshers" , "</p>

Annual Sports Meet", " Farewell", " Basant Panchmi", " World Theatre Day", "International Literacy Day", " Science Day", " World Forest Day", "Environment Day", " Yoga Day" etc. AEI also actively work to facilitate enriching discussions and programmes around building harmony and tolerance and becoming appreciative of the diversity amongst the students and staff of college.. The college has also organised multiple events for the 75th year of independence under the banner of Azaadi ka Amrit Mahotsav that enabled an exploration of Independent India's development from a multidisciplinary perspective.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

AEI takes pride in imparting a higher education experience for its students that includes an awareness of one's constitutional obligations and a respect for one's fundamental rights and duties. We strive that all employees and students of the college share a commitment for being responsible citizens of the country. Various programmes and activities are organized by departments and committees, throughout the year for the same. AEI has an active National Service Scheme (NSS) unit where students engage in diverse community service programmes. The academic session of 2021-2022 witnessed a number of celebrations and competitions by the NSS for awareness building on a vast array of issues, like 'International Day of the Girl Child' in which students made awareness among juniors and community on various government schemes such as Ladli Scheme, Beti Bachao Beti Padhao etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

<p><b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b></p>	<p><b>A. All of the above</b></p>
--	-----------------------------------

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

AEI observes several national and international significant days to educate our students on the history, traditions, and practices of India by engaging and participatory ways. AEI celebrated India's Independence Day with much enthusiasm. The Republic Day was marked online with various programs organized by NSS on 26th January 2022. The National Services Scheme of AEI actively celebrates and organizes various events to commemorate and remember national and international celebrations. A few of the events organized are World Environment Day on 5/06/2022 and 8th International Yoga day on 21/06/2022. For International Day of Girl Child, the NSS organized a 7 day outreach program. A full-day event was also organized by NSS to commemorate International Women's Day on 08/03/2022. Various Public service orientations were given to students through different events and outreach programs by the AEI students. AEI celebrates pan-Indian and regional festivals like Diwali, Baiskahi, Lohri, etc. to inculcate a sense of respect for our religion and cultural diversity among students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### BEST PRACTICE-I

**Title of the Practice: Free Education to the Needy and Deserving Students**

**Objectives of the practice:**

- (a) to help the meritorious and needy students; and
- (b) to provide free education to SC/ST students as per government scheme

### BEST PRACTICE-II

**Title of the Practice: Remedial and Personality Development classes**

**Objectives of the practice:**

- (a) to improve the academic achievement of the student;
- (b) to motivate students for excellence in their academic and coacademics;
- (c) to promote self-learning among students; and
- (d) to make them confident.

File Description	Documents
Best practices in the Institutional website	<a href="http://www.asianedu.org/activities.aspx?id=Bestpractices">http://www.asianedu.org/activities.aspx?id=Bestpractices</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

AEI was founded in 2010 with a mission to provide quality education to young students from all strata. Our vision has been to enable students to develop as students of competence, compassion, and conscience through transformative education so that they may become transformative agents in society. AEI creates safe spaces for students. The Auditorium, the Common Room, and the lawns provide spaces for public discussions.

Gender sensitization extends beyond the classroom through events that reinforce the institution's vision. AEI plays a critical role in fostering gender sensitivity. Various events are regularly organized to create an intersectional awareness about gender inequalities. In 2021-2022, AEI focused on providing an intersectional approach to create awareness amongst students about the inequalities confronting all genders.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- To make concerted efforts towards inculcating a culture of research and collaboration in the institution through Workshops, talks, seminars and joint publications.
- To recognise the achievement of the Faculty, particularly in the field of research.
- To enrich and redesign the Mentor Ward System in light of NEP 2020.
- To facilitate the implementation of the New Education Policy 2020 in the College by way of Orientation Programmes for students and faculty members.

- To work towards building a Centre for Community Engagement and Skill Development in the College.
- To streamline the process of data management in the College Administrative Office.
- To conduct Academic Administrative Audits.