



ASIAN EDUCATIONAL INSTITUTE



Affiliated to Punjabi University, Patiala & recognised by UGC under section 2(f) & 12(B)
Accredited by NAAC

Running under Graduate & Post Graduate Regular Degree Courses

Ref. No.: 1264 /AEI

Dated: 19/2/24

Composition of IQAC

S. No.	Name	Designation
1	Dr. S.K.Modi	Chairman
2	Dr. Sapna Rathore	Coordinator
3	Dr. Meenu Singh Sachan	Member Secretary
4	Mr. Shingar Singh	Trust nominee
4	Ms. Paramjit Kaur	Member
5	Ms. Payal Tangri	Member
6	Ms. Kiranjeet	Member
7	Ms. Venni Garg	Alumni Member
8	Ms. Ramneet Kaur	Alumni Member

Principal
Principal
Asian Educational Institute, Patiala.

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Contact

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Asian Educational Institute
(an Autonomous college)

NOTICE:15/01/2024

All Faculty members are required to share the title of the topic to be presented in the National seminar on 20th January 2024 By the end of the day to the coordinator

[IQAC\(asiandegreeiqac@gmail.com\)](mailto:asiandegreeiqac@gmail.com)

Writing paper is Compulsory for all staff members of AGC,Patiala.



Principal

Asian Educational institute ,Patiala

ASIAN GROUP OF COLLEGES
SIRHIND ROAD, PATIALA.

This is to inform all Faculty members that the following tasks should be completed by the due dates in the following months as given below:

Serial No.	Task	Completion Date
1.	Marking of MST 1 Answer sheets	28/03/2024
2.	HOD's will submit the final result on Google sheets	29/03/2024
3.	PTM at 10:00am	30/03/2024
4.	Last academic day of the semester	20/04/2024
5.	MST-2	22/04/2024
6.	Issuance of NO DUES	01/05/2024-03/05/2024
7.	Farewell Party of Outgoing Students	04/05/2024

Kulpreet

Geeta
23/3/24

Harj

Sam Safar

Principal
22/3/24

Chh

Narmit Kaur
22/03/24

Arpita

Jyoti
22/3/24

Chh

Parvati
Parvati
Kaur

Raj
22/3/24

Chh

Pooja

Harj

Nancy
22/3

IQAC
NOTICE

This is to inform all the Staff members that there will be a meeting at principal's office on 6th July at 12:30 sharp.

Kindly insure your Presence.

Agenda:

1. Action taken report
2. Review of Previous Academic Session
3. Planning for upcoming new Academic session(2023-24)



IQAC Coordinator



for 
Principal
05/7/2023

Principal

Asian Educational Institute, Patiala.

IQAC
Minutes of Meeting

Date:-6th July 2023

Venue:-Principal's Office

Key Points discussed

1. Welcome and Introduction

- Brief overview of IQAC's role and objectives
- Introduction of IQAC members and their roles

Review of Previous Academic Session

- Discussion of strengths, weaknesses, opportunities, and threats (SWOT analysis)
- Review of student feedback and satisfaction surveys

Planning for New Academic Session

- Discussion of academic goals and objectives
- Review of curriculum and syllabus updates
- Planning for faculty development programs

Quality Assurance Processes

- Review of quality assurance policies and procedures
- Discussion of assessment and evaluation methods
- Planning for internal and external audits

Student Support Services

- Review of student support services (e.g., counseling, mentoring, library resources)
- Planning for student orientation and induction programs

Infrastructure and Resource Development

- Review of infrastructure development (e.g., new buildings, laboratories, equipment)
- Planning for resource allocation and budgeting

Action Plan and Timeline

- Finalization of action plans and timelines for the new academic session
- Assignment of responsibilities to IQAC members and other stakeholders

Closure

Adjournment of the meeting

This meeting aims to ensure a smooth transition into the new academic session, addressing key aspects such as quality assurance, student support, infrastructure development, and faculty development. By reviewing past performance and planning for the future, IQAC can pro actively enhance the institution's academic excellence and overall quality.

W. Singh
Principal

Principal

Asian Educational Institute, Patiala.



R. P. Singh

IQAC Coordinator

IQAC
NOTICE

This is to inform all the HoDs that there will be a meeting at principal's office on 11th August'23 at 12:30 sharp

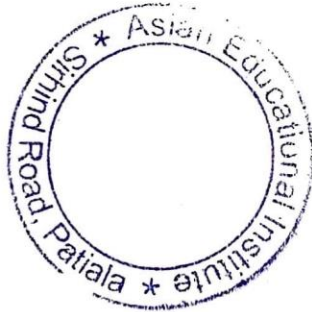
Kindly insure your Presence.

Agenda :-

Discussion regarding Filling and submission Of Anti Ragging Forms Through Online for the session 2023-24



IQAC Coordinator



IQAC
MINUTES OF MEETING

DATE:-11TH Aug'23

Venue:-Principal's Office

Agenda:-Filling And Submission of on line Anti ragging Forms.

Points Discussed

Principal sir had fixed a duty to Ms,Paramjit kaur to visit Anti Ragging Portal and Copy the URL link to forward all the students to fill the anti ragging form and make responsibility of all the class incharges to assure the timely submission of forms

Summary:

The meeting commenced with a brief introduction by Principal sir, emphasizing the importance of anti-ragging measures.

The following points were discussed:

- The form must be filled in duplicate.
- Students must provide accurate contact information.
- Parents/guardians must sign the undertaking.
- Queries and concerns were addressed, and clarification was provided.
- The meeting concluded with a reminder that timely submission of forms is mandatory.

Action Items:

Students: Fill and submit anti-ragging form.

Ms.Paramjit Kaur Ensure forms are filled, and submit to the administration .


IQAC Coordinator



Minutes of Meeting

Date:-8th July 2023

Venue:-Principal's Office

Members Present

S.NO.	NAME	MEMBERS
1.	Dr.Meenu Singn Sachan	Principal & HoD Science Department
2.	Dr,Sapna rathore	Arts &Social science Department
3.	MS. Payal Tangri	Management Department
4.	Ms.Kiranjeet	Commerce Department
5.	Dr,Gurpreet kaur	Computer Department

Agenda:

1. Preparation for the upcoming academic session
2. Review of last year's performance and suggestions for improvement
3. Discussion on quality initiatives and strategies
4. Setting goals and objectives for the new session

Discussions and Decisions:

- Reviewed last year's performance and identified areas for improvement
- Discussed strategies for enhancing teaching, learning, and research
- Set goals and objectives for the new session, including improving student outcomes, faculty development, and infrastructure upgradation
- Decided to conduct faculty orientation and student induction programs before the session begins
- Assigned tasks and responsibilities to respective members

Action Plan:

- Prepare a detailed plan for faculty orientation and student induction programs
- Develop a calendar for the academic session
- Identify areas for infrastructure upgradation and prepare a proposal for the same
- Set up a mentorship program for students


IQAC Coordinator




Principal
Asian Educational Institute, Patiala.

IQAC
NOTICE

This is to inform all the members of IQAC , that there will be a meeting at principal's office on 13th August'23 at 12:30 sharp

Kindly insure your Presence.

Agenda:-

Discussion regarding reconstitution of IQAC for the Academic Session 2023-24


IQAC Coordinator

