

ASIAN EDUCATIONAL INSTITUTE  
(AN AUTONOMOUS COLLEGE)

IQAC NOTICE

DATED:-15/05/2025

*Agenda:- Board of Studies Meeting for Academic Year 2025-2026*

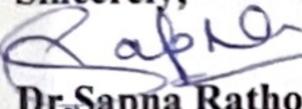
All Heads of Departments are hereby informed that a Board of Studies meeting is scheduled for the academic year 2025-2026. In preparation for the meeting, you are requested to:

1. Review and update your department's syllabus.
2. Prepare any proposed changes to the curriculum.
3. Bring the following documents to the meeting:
  - a. Updated syllabus
  - b. Proposed curriculum changes
  - c. Any other relevant documents

The meeting details will be shared separately. Your active participation and preparation are crucial to the success of this meeting.

Thank you for your cooperation.

Sincerely,

  
Dr. Sapna Rathore  
IQAC Coordinator  
Asian Educational Institute  
(An Autonomous College)

**IQAC Coordinator  
Asian Educational Institute  
(An Autonomous College)**

*Fayel*  
*31/5/25*

*Hiranvi*  
*31/5/25*  
*Rathore*  
*Uran*

ASIAN EDUCATIONAL INSTITUTE  
(AN AUTONOMOUS COLLEGE)

IQAC  
NOTICE

DATED:-13/06/2025

**Subject: Assignment of NAAC Criteria and Sub-Criteria to Faculty Members**

As part of our institution's efforts to achieve accreditation, the National Accreditation & Assessment Council (NAAC) criteria and sub-criteria have been equally divided among all faculty members.

*(List Of Duties Has Been Attached Along With This)*

**Key Points**

1. Distribution of Criteria: Each faculty member has been assigned specific NAAC criteria and sub-criteria.
2. Equal Responsibility: All faculty members are equally responsible for fulfilling their assigned criteria and sub-criteria.
3. Review and Monitoring: Progress will be reviewed regularly, and faculty members are expected to provide updates on their assigned areas.
4. Collaboration: Faculty members are encouraged to collaborate and support each other in achieving the NAAC criteria.

**Expectations**

Faculty members are expected to:

1. Familiarize themselves with the assigned criteria and sub-criteria.
2. Work towards fulfilling the requirements.
3. Provide regular updates on progress.
4. Collaborate with colleagues to achieve institutional goals.

**Review Schedule**

The review of progress will be conducted on Regular basis. Faculty members are expected to be prepared to present their progress and address any concerns or queries raised during the review.

If you have any questions or concerns, please reach out to your department head or the designated NAAC coordinator.

**Thank you for your cooperation and commitment.**

  
IQAC Coordinator

  
PRINCIPAL

ities Assigned For NAAC (2025-26)

S.NO.	CRITERIA	NAME OF CRITERIA	TEACHER ASSIGNED	SIGNATURE
<b>INPUT -1. CURRICULUM DESIGN</b>				
1	1.1	Outcome Based Curriculum	Departmental level(All HoDs)	<i>[Signature]</i>
2	1.2	Stake holders participation		
3	1.3	Curriculum Flexibility	Ms.Mehakdeep kaur	<i>Mehakdeep kaur</i>
4	1.4	Practical industry Focus		
5	1.5	Practical/Skill Orientation		
6	1.6	Online & Blendid Learning	Ms.Neha(phy.)/Ms.Gaganbir	<i>[Signature]</i>
7	1.7	Curriculum Revision	Principal Mam	<i>[Signature]</i>
8	1.8	Indian Knowledge System	Ms.Paramjit kaur/Ms.Mandeep kaur	<i>Paramjit</i>
<b>INPUT-2. FACULTY RESOURCES</b>				
9	2.1	Recruitment		
10	2.2	Pay & Allowances		
11	2.3	Faculty Diversity		
12	2.4	Faculty Development	Management	
13	2.5	Faculty Retention		
14	2.6	Faculty Student Ratio		
<b>INPUT-3. INFRASTRUCTURE</b>				
15	3.1	Physical Infrastructure	Ms.Neha(phy.)/Ms.Gaganbir	<i>[Signature]</i>
16	3.2	Learning Resources	Ms. Varinder kaur	<i>[Signature]</i>
17	3.3	IT Infrastructure	Ms.Prabhdeep kaur/Ms.Neha(Comp)	<i>[Signature]</i>
	3.4	Research Resources	Ms. Varinder kaur	<i>[Signature]</i>
	3.5	Divangjan Friendly facilities		
<b>INPUT-4.FINANCIAL RESOURCES &amp; INFRASTRUCTURE</b>				
18	4.1	Capital Income		
19	4.2	Revenue Income		
20	4.3	Capital Expenditure		
21	4.4	Revenue Expenditure	Ms.Anju	
22	4.5	Sustainability & Growth		
23	4.6	Financial Controls & Risk Management		
<b>PROCESS-5.LEARNING &amp; TEACHING</b>				
24	5.1	Pedagogical Approaches	Departmental level(All HoDs)	<i>[Signature]</i>
25	5.2	Internships,Field Projects etc.	Departmental level(All HoDs)	<i>[Signature]</i>

*[Handwritten signature]*

*[Handwritten signatures]*



OUTCOME-9. RESEARCH AND INNOVATION OUTCOMES			
50	9.1	External research Grants	
51	9.2	Research publications	Created reports
52	9.3	Research quality	Created reports
53	9.4	IPR Produced	Created reports
54	9.5	Research Collaborations	Created reports
55	9.6	No. of Student Startups	Created reports
OUTCOMES-10. SUSTAINABILITY (GREEN INITIATIVES)			
56	10.1	Community Activities (Nss & NCC)	Mr. Amarjit Singh./Mr. Gurpreet Singh
57	10.2	Waste & water management	Management with <b>MS AMAN</b>
58	10.3	Progressing Towards net zero	<del>Shri</del> /Ms. Vasudha/Ms. Neha (Phy.)
59	10.4	Green Audts & Innitatives	Management
60	10.5	Collaborations with industry/NGOs	Management & Dr. Sapna rathore Dr. Major Singh/Mr. Amarjit Singh/Mr. Gurpreet Singh

*(Signature)*  
Principal & All HoDs

*(Signature)*  
PRINCIPAL

*(Signature)*  
CHAIRMAN

**ASIAN EDUCATIONAL INSTITUTE  
(AN AUTONOMOUS COLLEGE)  
SIRHIND ROAD ,PATIALA**

**Proceedings of the Meeting of IQAC**

**Date: 25<sup>th</sup> Sep'2025**

A meeting of the Internal Quality Assurance Cell (IQAC) was held to discuss and finalize the composition of the IQAC Cell for the academic session 2025-26.

The following points were taken up for discussion:

**1. Composition of IQAC**

- The members of IQAC were discussed and finalized as per the guidelines.
- Representatives from management, teaching staff, administrative staff, alumni, and student members were included.(List of Members Aattched)

**2. Roles and Responsibilities of Members:**

- The roles of each member were clearly defined for effective functioning.
- Members were entrusted with active participation in planning, implementation, and monitoring of quality enhancement measures.

**3. Division of Criteria:**

- NAAC criteria's as per new reforms were allocated among the IQAC members.
- Each member will be responsible for collecting data, preparing reports, and maintaining records related to their assigned criteria.

**4. Documentation and Record-Keeping:**

- It was resolved that proper documentation will be maintained for all IQAC activities.
- Members will ensure timely submission of records and evidence to strengthen the institutional repository.

**5. Assurance of Active Participation:**

- All members gave assurance of their full cooperation and active involvement in quality assurance initiatives.

(Detailed list of Allotted Criteria and Sub criteria has been attached)

**Resolution:**

The composition of the IQAC Cell along with roles, responsibilities, and distribution of criteria among members was unanimously approved. The members also committed to maintaining proper documentation and records for smooth functioning of IQAC.



Principal

Detailed list of Allotted Criteria and Sub Criterias

Criteria No.	Criterion	DUTY ALLOTTED	SIGNATURE
1.	Curriculum Design	Dr.Harjinder & Dr.Sonu Pannu	Harjinder <del>Pannu</del>
2.	Faculty Resources		
3.	Infrastructure	Ms.Prabhdeep Kaur Ms.Mehakdeep Kaur	Prabhdeep Kaur Mehakdeep Kaur
4.	Financial Resources & Management	Ms.Anju Singh & Dr.Sapna Rathore	Sapna
5.	Learning & Teaching	Ms.Paramjit Kaur & Ms.Payal Tangri	Paramjit
6.	Extended Curricular Engagements		Payal
7.	Governance & Administration	Dr Sapna Rathore Ms.Kiranjeet	Kiranjeet
8.	Students Outcomes	Ms.Gaganbir Kaur	Gagan
9.	Research & Innovation Outcomes	Dr.Sonu Pannu & Ms.Navneet Kaur	<del>Pannu</del> N.P
10.	Sustainability(Green Initiatives)	Ms.Navneet Kaur	N.P

Chairman

  
Principal

  
IQAC Coordinator

**ASIAN EDUCATIONAL INSTITUTE**  
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**SIRHIND ROAD, PATIALA**

**Notice for Upcoming FDP**

**Internal Quality Assurance Cell (IQAC)**

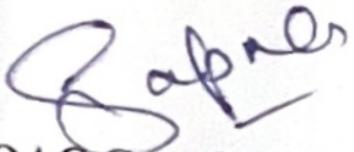
**Date:-1<sup>st</sup> July'2025**

All faculty members are hereby informed that a 5 Days **Faculty Development Programme (FDP)** will be organized by the IQAC from **12<sup>th</sup> July, 14<sup>th</sup> July'2025 to 17<sup>th</sup> July, 2025**. The programme aims to enhance teaching-learning skills, research orientation, and professional development in line with NEP 2020.

**The Topic Will Be**

**“Enhancing Academic Excellence, Strategies for Research, Development & Institutional Growth”.**

All faculty members are requested to attend without fail.



**IQAC Coordinator**

**ASIAN EDUCATIONAL INSTITUTE**  
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**SIRHIND ROAD, PATIALA**

**Internal Quality Assurance Cell (IQAC)**

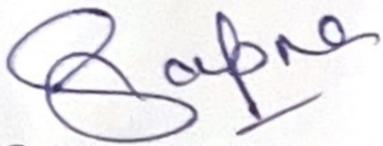
**Notice**

**Date :- 10<sup>th</sup> July, 2025**

**Submission of Department-wise Timetable**

All Heads of Departments are requested to prepare and submit their **department-wise time tables** for the academic session 2025-26 to the IQAC.

The time tables must ensure uniform workload distribution, adherence to credit structure, and inclusion of value-added courses as per NEP 2020 guidelines.



**IQAC Coordinator**

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**SIRHIND ROAD, PATIALA**

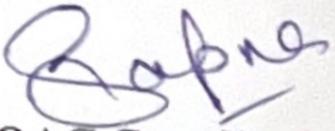
**Internal Quality Assurance Cell (IQAC)**

**NOTICE**

**Date:- 17<sup>th</sup> July, 2025**

All Departments are directed to contribute towards the **Academic Calendar 2025–26** by submitting details of proposed academic and co-curricular activities (seminars, workshops, departmental events, extension activities, etc.)

The consolidated Academic Calendar will be finalized by IQAC and circulated to all stakeholders.



**IQAC Coordinator**

**Asian Educational Institute, Sirhind Road, Patiala (PB)**

**(2025-2026)**

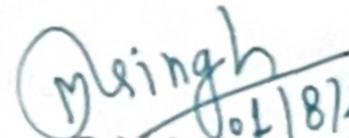
Dear Faculty members following are the measures for Course File:

1. Individual Time Table
2. List of Students enrolled ( Each class)
3. Copy of Course Syllabus
4. Lecture Plan for each Subject Paper (Format Attached)
5. List of Slow learners
6. List of Advancer Learners
7. Measures taken for slow and Advance Learners
8. Assignment Records (Problems & award)
9. MST records( Question Papers and Award List)
10. Previous Years Question Papers of Subject
11. Final result of Course ( 2<sup>nd</sup> year onward....)
12. Updated student Attendance register

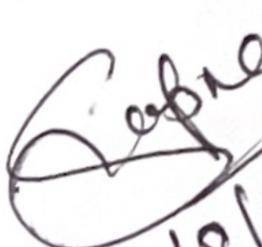
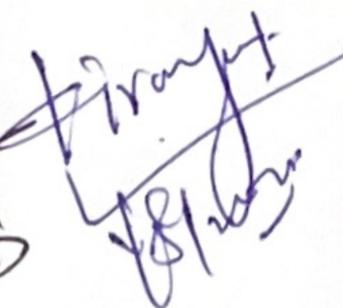
All faculty members must complete the work of course file with help of HOD of their respective department.

  
(IQAC - Coordinator)



  
(Principal) 10/18/2025

CC: All Heads

 1/8/25  
 18/1/25  
 1/8/25  
 1/8/25  
 1/8/25  


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**SIRHIND ROAD ,PATIALA**

**Internal Quality Assurance Cell (IQAC)**

**NOTICE**

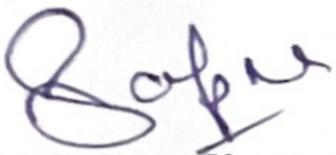
**Date:- 8<sup>th</sup> August,2025**

**Orientation Programme**

The college will organize an **Orientation Programme** for newly admitted students of *UG/PG courses* on 12<sup>th</sup> August,2025 at Auditorium.

The programme will familiarize students with institutional rules, academic structure, value-added courses, mentor-mentee system, and various support services.

All concerned faculty and students must attend.



**IQAC Coordinator**

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**SIRHIND ROAD ,PATIALA**

**Internal Quality Assurance Cell (IQAC)**

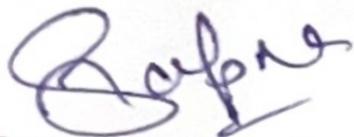
**NOTICE**

**Date:-20<sup>th</sup> August,2025**

**Reformation of Cells and Committees**

It is hereby informed that the college is undertaking the **reformation/reconstitution of various cells and committees** (such as Anti-Ragging Cell, Discipline Committee, Women's Cell, etc.) for the academic session 2025–26.

All Departments are requested to nominate faculty representatives and submit the names to IQAC ASAP.



**IQAC Coordinator**

**ASIAN EDUCATIONAL INSTITUTE**  
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SIRHIND ROAD, PATIALA

**Internal Quality Assurance Cell (IQAC)**

**NOTICE**

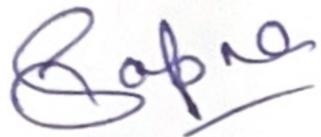
**Date:- 1<sup>st</sup> September'2025**

**Submission of Mentor-Mentee List**

All Departments are requested to prepare and submit the **Mentor-Mentee list** for the academic session 2025–26.

Each student must be assigned to a faculty mentor for guidance, support, and monitoring of progress.

The lists should be submitted to IQAC



**IQAC Coordinator**

**ASIAN EDUCATIONAL INSTITUTE**  
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SIRHIND ROAD, PATIALA

**Internal Quality Assurance Cell (IQAC)**

**Notice**

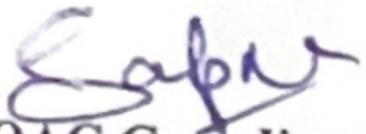
**11<sup>th</sup> October'2025**

**Filling & Submission Of Anti-Ragging Forms**

All Class Incharges are hereby instructed to Share the link for filling of **Anti-Ragging Forms** ([https://antiragging.in/affidavit\\_affiliated\\_form.php#](https://antiragging.in/affidavit_affiliated_form.php#)) to their respective Class group and make sure that it has been filled by each and every student.

Submit the registration form by *Saturday 18/10/2025*

Submission of the undertaking is mandatory as per UGC guidelines. Non-compliance will invite strict disciplinary action.



**IQAC Coordinator**

Asian Group of Colleges, Bahawalpur (P.B)

To,

All Head of Departments,

Below is the time duration of lecture with no. of periods in a day and date of commencement of even semester (January – June 2026) is mentioned below, kindly give your consent and suggestions regarding this.

1. Start date of even semester - 19.01.2026
2. Format periods in week and duration (50 min./lecture)

No. of period	Timing
1.	9:15 A.M – 10:05 AM
2.	10:05 A.M – 10:55 AM
3.	10:55 A.M – 11:45 AM
4.	11:45 A.M – 12:35 PM
5.	12:35 P.M – 01:25 PM
Break	01:25 P.M – 01:50 PM
6.	01:50 P.M – 02:40 PM
7.	02:40 P.M – 03:30 PM

CC: All HOD.

1.

*Fayal*

2.

*Harjinder*

3.

*[Signature]*

4.

*Guan*

*[Signature]*

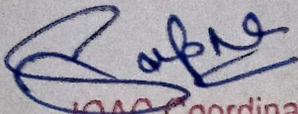
IQAC Coordinator  
Asian Educational Institute  
(An Autonomous College)

*M. Singh*  
08/11/2026

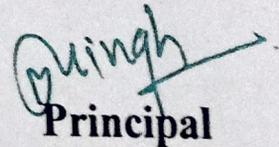
Asian Group Of Colleges  
(An Autonomous College)  
Sirhind Road ,Patiala

Academic Session -2025-26

S.No.	Floor	Room No.	Class Allotted
1.	Ground Floor	G-6	BA 1 <sup>ST</sup> YEAR
2.		G-7	B.Ed. 2 <sup>nd</sup> year B.A.B.Ed. 4 <sup>th</sup> Year B.Sc. B.Ed 4 <sup>th</sup> Year
3.		G-12	B.Sc 1 <sup>st</sup> Year B.Sc.B.Ed 1 <sup>st</sup> Year
4.		G-14	B.Sc 2 <sup>nd</sup> Year B.Sc.B.Ed 2 <sup>nd</sup> Year
5.		G-15	B.A.B.Ed. 1 <sup>st</sup> Year
6.		G-19	B.Sc.B.Ed (Medical) 1 <sup>st</sup> Year
7.		First Floor	F-3
8.	F-4		BBA 1 <sup>st</sup> Year
9.	F-5		B.Com 2 <sup>nd</sup> Year
10.	F-12		B.A 2 <sup>nd</sup> Year
11.	F-14		-----
12.	F-15		B.A 3 <sup>rd</sup> Year
13.	F-17		B.Com 1 <sup>st</sup> Year
14.	F-18		BBA 2 <sup>nd</sup> Year
15.	Computer lab		
16.	Second Floor (Top Floor)	S-2	BCA 1 <sup>st</sup> Year
17.		S-3	BCA 2 <sup>nd</sup> Year
18.		S-4	BCA 3 <sup>rd</sup> Year
19.		S-6	Yoga & Meditation
20.		S-7	B.A.B.Ed. 2 <sup>nd</sup> Year
21.		S-8	B.Sc.B.Ed 3 <sup>rd</sup> Year
22.		S-9	B.Ed 1 <sup>st</sup> Year
23.	S-11	B.A.B.Ed. 3 <sup>rd</sup> Year	



IQAC Coordinator  
Asian Educational Institute  
(An Autonomous College)



Principal

Asian Educational Institute (An Autonomous College)  
Sirhind Road, Patiala

**Internal Quality Assurance Cell (IQAC)**

**Date:- 30<sup>th</sup> December 2025**

This is to inform all faculty members, staff, and concerned stakeholders that the Internal Quality Assurance Cell (IQAC), as part of its continuous efforts towards academic excellence, research promotion, and international collaboration, has taken an initiative to organize an **International Conference**.

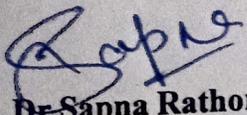
In this regard, IQAC formally approached **ICERT (International Centre for Educational Research & Training)** with a proposal for academic collaboration to jointly organize the said International Conference. We are pleased to inform you that **ICERT has accepted the proposal** and has expressed its willingness to collaborate with our institution for the successful organization of this international academic event.

The proposed International Conference aims to:

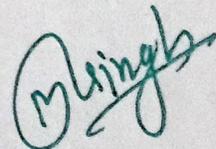
- Promote research culture and innovation
- Encourage international academic collaboration
- Provide a platform for researchers, academicians, and professionals to share knowledge and best practices
- Align with NAAC quality benchmarks and institutional academic goals

Further details regarding the **theme, dates, organizing committees, call for papers, and roles/responsibilities** will be communicated shortly through subsequent notifications.

All faculty members and departments are requested to extend their full cooperation and actively participate in making this international conference a grand success.



**Dr. Sapna Rathore**  
**IQAC Coordinator**  
IQAC Coordinator  
Asian Educational Institute  
(An Autonomous College)



Asian Educational Institute (An Autonomous College)  
Sirhind Road, Patiala

Internal Quality Assurance Cell (IQAC)

Date: - 31<sup>st</sup> December 2025

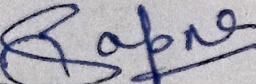
In continuation of the IQAC initiative and acceptance of the proposal by ICERT for organizing an **International Conference**, it is proposed to constitute various committees to ensure systematic planning and effective execution of the conference.

The following committees shall be formed:

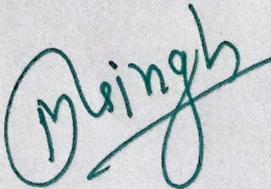
- Organizing Committee
- Academic & Technical Committee
- Registration & Finance Committee
- Publicity & Media Committee
- Hospitality & Logistics Committee

Faculty members are requested to extend their willingness and actively contribute towards the success of the conference. Department-wise representation will be ensured to promote participative governance and institutional involvement, in line with NAAC **quality indicators**.

The list of committee members and responsibilities will be notified separately.

  
Dr. Sapna Rathore

**IQAC Coordinator**  
IQAC Coordinator  
Asian Educational Institute  
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Asian Educational Institute (An Autonomous College)  
Sirhind Road, Patiala

Internal Quality Assurance Cell (IQAC)

Date: - 2<sup>nd</sup> January 2026

The Internal Quality Assurance Cell (IQAC) is pleased to inform all faculty members, staff, and stakeholders that, as part of its continuous quality enhancement and research promotion initiatives, IQAC had taken the initiative to approach ICERT (**International Centre for Educational Research & Training**) for academic collaboration to organize an **International Conference**.

Subsequent to the acceptance of the proposal by ICERT, it is hereby notified that the **dates and mode of the International Conference have been finalized** as per the following details:

- **Event:** International Conference (in collaboration with ICERT)
- **Dates:** 17th & 18th February 2026
- **Mode:** Hybrid Mode (Offline & Online)

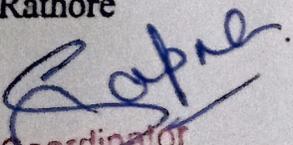
The proposed conference aims to strengthen research culture, promote interdisciplinary and international academic dialogue, and provide a global platform for academicians, researchers, professionals, and students. This initiative is in alignment with the institution's academic vision and **NAAC quality benchmarks**, particularly focusing on quality enhancement, innovation, and participative governance.

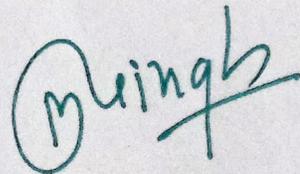
Further information regarding the **conference theme, call for papers, organizing and academic committees, registration process, and detailed schedule** will be communicated through subsequent notifications from IQAC.

All departments and faculty members are requested to extend their wholehearted cooperation and actively contribute towards the successful organization of this International Conference.

IQAC Coordinator

Dr. Sapna Rathore

  
IQAC Coordinator  
Asian Educational Institute  
(An Autonomous College)



**Asian Educational Institute(An Autonomous College)  
Sirhind Road,Patiala**

**Internal Quality Assurance Cell(IQAC)**

**Date:- 5<sup>th</sup> January 2026**

All concerned are formally informed that the International Conference invites well-researched, original, and unpublished research articles relevant to the main theme or any of the identified sub-themes. Interdisciplinary and multidisciplinary contributions are especially encouraged.

Research papers are invited from:

- Academicians
- Research Scholars
- Students
- Professionals and Practitioner

from universities, colleges, research institutions, and organizations across the globe.

## **Abstract Submission Guidelines**

- Abstract length: 300–500 words
- File format: .doc or .docx only
- Each abstract must include:
  - Title of the paper
  - Name(s) of author(s)
  - Affiliated University/Institution
  - Keywords

### **Important Dates & Deadlines**

Date of Event: Feb 17-18, 2026

Last date of Registration: Feb 10, 2026

Last date of Abstract Submission: Feb 10, 2026

Last date of Award Application: Feb 10, 2026

Full Paper Submission: Feb 18, 2026 (For publication in International Journals, send by Feb 10, if you opted to publish in Conference Proceeding Book with ISBN)

**Registration Link: <https://forms.gle/5DW7hy53H1Ndiqep7>**

**Step 1:** Fill out the registration form. After registration, you will receive a confirmation email from ICERT. If you are presenting, please send your abstract to [conferencess@icert.org.in](mailto:conferencess@icert.org.in).

**Step 2:** ICERT will send a confirmation of your registration and guidelines for submitting the fee and abstract. For abstracts, you will receive an acceptance email with fee submission details. If you have applied for an award, please wait for a selection confirmation from [awards@icert.org.in](mailto:awards@icert.org.in).

**Step 3:** Submit the fee as per the category you have chosen: participation only, participation & presentation, or publication.

**Step 4:** Send your abstract and a screenshot of the fee payment in reply to the confirmation email or as a separate email to [conferencess@icert.org.in](mailto:conferencess@icert.org.in).

**Step 5:** You will receive the final conference schedule approximately three days prior to the event.

### **Submission Guidelines**

- Full-length papers should not exceed 10,000 words and should not include endnotes or footnotes.

- English Papers: Typed in Microsoft Word, Times New Roman. Title: 16 pt bold. Main Headings: 14 pt bold.

Sub-headings: 12 pt bold. Body text: 12 pt, 1.5 line spacing, one-inch custom margin on all sides, A4 size paper.

- Hindi Papers: Typed in Microsoft Word, Unicode. Title: 16 pt bold. Headings: 14 pt bold. Body text: 14 pt, 1.5

line spacing, one-inch custom margin on all sides.

- All in-text citations must be hyperlinked with the references using the cross-reference feature in Word or a

tool like Mendeley.

- A brief author profile (max one page) should be submitted with the paper.

- Each article must include an impact statement of no more than 150 words.

## Journal Publication

Authors who present their papers at the conference will be eligible to submit their research work (either the presented paper or a different scholarly manuscript) for publication in the following ICERT International Multidisciplinary Journals:

- Shodh Sari – An International Multidisciplinary Journal  
(ISSN: 2959-1376)
- Edumania – An International Multidisciplinary Journal  
(ISSN: 2960-0006)

Both journals are peer-reviewed, open-access, and published with DOI.

For detailed publication guidelines, please visit: [www.icert.org.in](http://www.icert.org.in)

## Conference Proceedings

- A Conference Proceedings Book (Souvenir) with ISBN, containing all accepted abstracts, will be published.
- All presenters will receive a soft copy of the proceedings.
- Participants presenting in physical mode will also receive a printed copy of the proceedings.

## Best Paper Presentation Award

- A Best Paper Presentation Certificate will be awarded to two outstanding presenters from each technical session, based on evaluation by the session chairs and expert committee.

All are Requested to Participate To Make this Event A Grand Success.

  
Dr. Sapna Rathore

IQAC Coordinator  
IQAC Coordinator  
Asian Educational Institute  
(An Autonomous College)

**Asian Educational Institute(An Autonomous College)  
Sirhind Road,Patiala**

**Internal Quality Assurance Cell(IQAC)**

**Date:- 5<sup>th</sup> January 2026**

All concerned are **formally informed** that the International Conference invites **well-researched, original, and unpublished research articles** relevant to the **main theme or any of the identified sub-themes**. Interdisciplinary and multidisciplinary contributions are especially encouraged.

Research papers are invited from:

- Academicians
- Research Scholars
- Students
- Professionals and Practitioners

from universities, colleges, research institutions, and organizations across the globe.

## **Abstract Submission Guidelines**

- Abstract length: **300–500 words**
- File format: **.doc or .docx only**
- Each abstract must include:
  - Title of the paper
  - Name(s) of author(s)
  - Affiliated University/Institution
  - Keywords

## **Journal Publication**

Authors who **present their papers** at the conference will be eligible to submit their research work (either the presented paper or a different scholarly manuscript) for publication in the following **ICERT International Multidisciplinary Journals**:

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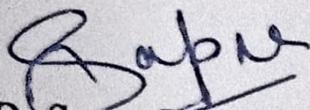
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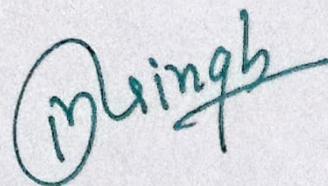
Dr. Sapna Kathore

IQAC Coordinator

IQAC Coordinator

Asian Educational Institute

(An Autonomous College)



**Asian Educational Institute  
(An Autonomous College)  
Sirhind Road, Patiala**

**IQAC- Internal Quality Assurance Cell**

**NOTICE Date:-18<sup>th</sup> January'2026**

All the members of the **Conference Organizing Committee / IQAC / concerned faculty members** are hereby informed that a meeting will be held as per the following schedule to discuss and finalize the preparations for the **International Conference scheduled on 17th & 18th February 2026.**

**Date of Meeting:** 20<sup>th</sup> January'2026

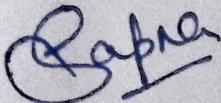
**Time:** 02:30 PM

**Venue:** Principal's Chamber

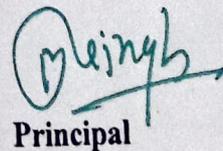
**Agenda of the Meeting:**

1. Planning and finalization of conference schedule
2. Allocation of duties and responsibilities
3. Budget planning and expenditure heads as per ICERT norms
4. Guest invitations and hospitality arrangements
5. Paper presentation sessions and technical arrangements
6. Publicity, registration, and documentation
7. Any other matter with the permission of the Chair

All members are requested to attend the meeting positively.



**IQAC Coordinator**  
IQAC Coordinator  
Asian Educational Institute  
(An Autonomous College)



**Principal**

**Asian Educational Institute  
(An Autonomous College)  
Sirhind Road, Patiala**

**IQAC- Internal Quality Assurance Cell**

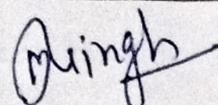
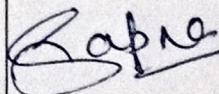
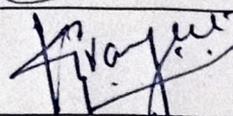
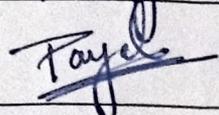
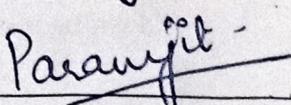
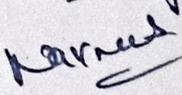
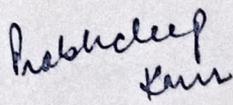
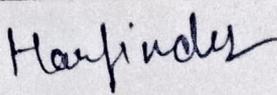
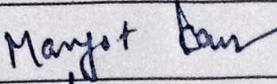
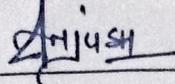
**Minutes of the Meeting**

**Date:** 20<sup>th</sup> January'2026

**Time:** 02:30 PM

**Venue:** Principal's Chamber

**Members Present:**

S.NO.	NAME	DESIGNATION	SIGNATURE
1.	Dr. Meenu Singh Sachan Principal	Member Secretary	
2.	Dr. Sapna Rathore School of Business Studies(Management )	IQAC Coordinator	
3.	Ms. Kiranjeet School of Business Studies ( Commerce)	Member	
4.	Ms. Payal School of Business Studies(Management )	Member	
5.	Ms. Paramjit Kaur School of Business Studies ( Commerce)	Member	
6.	Ms. Navneet Kaur Assistant Professor School of Science & Mathematics	Member	
7.	Ms. Prabhdeep Kaur School of Computer Science and Information Technology	Member	
8.	Ms. Mehakdeep Kaur School of Computer Science and Information Technology	Member	
9.	Dr. Harjinder Pal Kaur School of Arts & Social Sciences	Member	
10.	Ms. Manjot Kaur	Member	
11.	Ms. Anju Singh	Senior Administrative Officer	

## **Agenda 1: Planning of the International Conference**

The Chair informed the members about the upcoming **International Conference scheduled on 17th & 18th February 2026** to be organized in collaboration with **ICERT**. The objectives and importance of the conference were discussed in detail.

### **Resolution:**

It was unanimously resolved to organize the International Conference on the scheduled dates with active participation of faculty, researchers, and students.

## **Agenda 2: Allocation of Duties**

The committee discussed the need for systematic allocation of duties for smooth conduct of the conference.

### **Resolution:**

Various committees such as Registration, Technical Sessions, Hospitality, Finance, Publicity, and Documentation were constituted and responsibilities were assigned accordingly.

**Duties List Attached Here with-**

## **Agenda 3: Budget and Expenditure Planning**

The Accounts Officer presented a tentative budget and expenditure heads as per **ICERT reimbursement guidelines**.

### **Resolution:**

The proposed expenditure heads were approved and it was resolved to maintain proper bills, vouchers, and records for reimbursement from ICERT.

## **Agenda 4: Guest Invitations & Hospitality**

The committee discussed the invitation of keynote speakers, resource persons, and dignitaries.

### **Resolution:**

It was resolved to finalize the list of speakers and make necessary arrangements for their travel, accommodation, and honorarium as per norms.

## **Agenda 5: Technical & Logistical Arrangements**

Arrangements related to venue, audio-visual facilities, paper presentation sessions, and certificates were discussed.

### **Resolution:**

The Technical Committee was authorized to ensure all logistical arrangements well in advance.

## **Agenda 6: Publicity, Registration & Documentation**

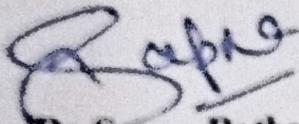
The committee discussed conference publicity, participant registration, and documentation for ICERT and NAAC.

**Resolution:**

It was resolved to circulate the conference brochure, open online registration, and maintain proper documentation including attendance, photographs, and reports.

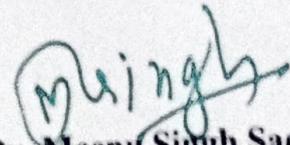
**Conclusion**

The meeting ended with a vote of thanks to the Chair.



**Dr. Sapna Rathore**  
**IQAC Coordinator**

IQAC Coordinator  
Asian Educational Institute  
(An Autonomous College)



**Dr. Meenu Singh Sachan**  
**Principal**

**Asian Educational Institute  
(An Autonomous College)  
Sirhind Road, Patiala**

**IQAC- Internal Quality Assurance Cell**

**Minutes of the Meeting**

**Date:** 16th February 2026

**Time:** 03:00 PM

**Venue:** Principal's Chamber

**Members Present:**

1. Dr. Meenu Singh Sachan (Principal/Chairperson)
2. Dr. Sapna Rathore (IQAC Coordinator)
3. All Departmental Heads and Committee Conveners (Registration, Technical, Hospitality, and Media).(List Attached)

**Agenda 1: Final Walkthrough of Schedule**

The Chair reviewed the minute-to-minute program for the inaugural session on 17th February.

- **Resolution:** The final flow of events was frozen. It was decided that any minor delays in technical sessions would be managed by the respective session chairs to ensure the valedictory starts on time on the 18th.

**Agenda 2: Technical and Venue Readiness**

The Technical Committee reported on the status of audio-visual systems and internet connectivity for hybrid sessions.

- **Resolution:** A final dry run of all presentations and the Zoom/online link was scheduled for 5:00 PM today. All microphones and projector backups were confirmed.

**Agenda 3: Guest Arrivals & Hospitality**

The Hospitality Committee provided an update on the arrival timings of keynote speakers and outstation guests.

- **Resolution:** Duty rosters for "Point of Contact" faculty members for each guest were finalized. The transport team was directed to stay in constant touch with the guest house and airport/station.

#### **Agenda 4: Registration and Kits**

The Registration Committee confirmed that 100% of the conference kits (folders, pens, pads, and ID cards) are ready.

- **Resolution:** Registration desks will open at 08:30 AM tomorrow. Three separate counters will be set up to avoid crowding.

#### **Agenda 5: Documentation & Media**

The Publicity Committee discussed the arrangement for photography and the press release.

- **Resolution:** It was resolved that a brief report of Day 1 must be submitted by the Documentation Committee by 6:00 PM on the 17th for social media and newspaper circulation.

#### **Conclusion:**

The Principal expressed confidence in the preparations and motivated the staff to work as a cohesive unit to maintain the institute's prestige. The meeting concluded with a vote of thanks.

**Duty List and Meeting Members List Attached Below**

**Asian Educational Institute (An Autonomous College)**  
Sirhind Road, Patiala

**Event:** International Conference (in collaboration with ICERT)  
**Dates:** 17-18 February 2026  
**Mode:** Hybrid (Offline & Online)

**Duties**

Sr. No.	Name of Committee	Name of Faculty/Staff	Specific Duties & Responsibilities
1.	Convenor	Dr.Sapna Rathore	Overall coordination, execution
2.	Coordinators	Dr.Paramjit Kaur Dr.Payal Tangri Ms.Kiranjeet	Planning And Execution & Overall Quality Of Conference
3.	Welcome & Escort of Guests	Mr.Amarjit Singh with NCC Cadets	
4.	Stage Hosting	Ms.Harjit Kaur Ms.Navneet kaur	Stage Handling
5.	Attendance	Ms.Navneet Kaur & Ms.Jaspreet Kaur	Participants if any (For Physical Mode)
6.	Coordinators for Technical Session	Dr.Harjinder Pal Kaur Ms.Prabhdeep Kaur	Coordinating all Technical Session With Session Chair Person
7.	Time Management	Ms.Gaganbir Kaur	Time Recording During Technical Session
8.	Venue Ambience	Dr.Sonu Pannu Ms.Riya Thakur	Decoration of Entrance ,Hall
9.	Technical & IT Support	Ms.Prabhdeep Kaur Mr.Upinder Singh	Audio Visual, Technical Assistance,Backup,Internet & Power Arrangements.
10.	Publicity & Media	Ms.Mehakdeep Kaur & Ms.Simarnoor Kaur	Media Coverage Plus Social Media Handling

Sr. No.	Name of Committee	Name of Faculty/Staff	Specific Duties & Responsibilities
11.	Photography & Event Capturing	Ms.Simarnoor & Ms.Sonia	Whole Event Capture
12.	Hospitality & Reception of Guests	Dr.Harjinder Pal Kaur Ms.Mandeep Kaur	Refreshment, Lunch & Tea Arrangements
13.	Refreshment & Hospitality for Participants	Mr.Amarjit Singh Ms.Rajni	Refreshment for faculties and participants
14.	Press Note	Dr.Paramjeet Kaur Mangat Ms.Manjot Kaur	
15.	Preparation of Utilisation Bill And Financial Statements	Dr.Harjinder Pal Kaur Ms.Anju Singh	
16.	Infrastructure	Dr.Major Singh Mr.Amarjit Singh Mr.Gurpreet Singh	Venue Preparation, Sitting Arrangements, Signage ,Power Lightings & Cleanliness
17.	Discipline	Dr.Major Singh Mr.Amarjit Singh Mr.Gurpreet Singh	For Maintaining Decorum
18.	Feed Back System	Ms.Navneet Kaur Ms.Jaspreet Kaur	Collection of feedback from Guests and Participants

*B Singh*  
Principal

*Rabna*  
IQAC Coordinator

**Asian Educational Institute  
(An Autonomous College)  
Sirhind Road, Patiala**

**IQAC- Internal Quality Assurance Cell**

**NOTICE**

**Date: 20th February 2026**

All members of the Conference Organizing Committee, IQAC, and faculty members are cordially invited to a **Post-Conference Review Meeting**. The purpose of this meeting is to celebrate the successful completion of the International Conference (17th-18th Feb) and to discuss the final documentation requirements.

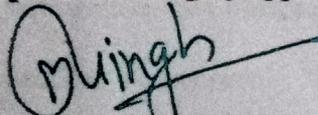
**Meeting Schedule:**

- **Date:** 21st February 2026
- **Time:** 01:30 PM
- **Venue:** Principal's Chamber

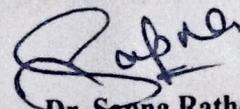
**Agenda of the Meeting:**

1. Formal vote of thanks and appreciation for all committee members.
2. Submission of final reports and photographs from all committee heads.
3. Settlement of accounts and bills as per ICERT norms.
4. Collection and analysis of participant feedback.
5. Discussion on the publication of conference proceedings/research papers.
6. Plan for the distribution of appreciation certificates to student volunteers.

**Your presence is highly appreciated.**

  
**Dr. Meenu Singh Sachan**

**Principal**

  
**Dr. Sapna Rathore**

**IQAC Coordinator**

Asian Educational Institute, Patiala

Minutes of the Meeting

Date: 21st February 2026

Time: 01:30 PM

Venue: Principal's Chamber

Members Present: (All members listed in the previous IQAC meeting were present).

**Agenda 1: Review of Conference Execution**

The Chair congratulated the entire team on the resounding success of the International Conference. It was noted that the event saw high participation from both national and international delegates.

- **Resolution:** A formal letter of appreciation will be issued to all Chairperson of All Technical Sessions

**Agenda 2: Feedback Analysis**

The IQAC Coordinator shared a brief overview of the feedback received via online and offline forms.

- **Resolution:** It was resolved that 90% of participants rated the technical sessions as "Excellent." Areas for minor improvement in food catering logistics were noted for future events.

**Agenda 3: Financial Settlement**

The Accounts Officer requested all committees to submit original bills and vouchers within three days.

- **Resolution:** All financial documents will be compiled by 25th February to be sent to ICERT for the scheduled reimbursement.

**Agenda 4: Publication and Documentation**

The Documentation Committee confirmed that all session photographs and reports are compiled.

- **Resolution:** Selected high-quality papers will be forwarded to the UGC-CARE list journals or published in the Conference Proceedings with an ISBN as previously planned.

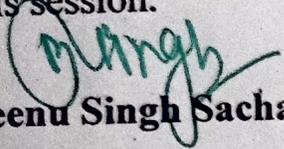
**Agenda 5: Student Volunteers**

The contribution of student volunteers was highly praised for their discipline and assistance.

- **Resolution:** An appreciation ceremony for volunteers will be held coming Friday.

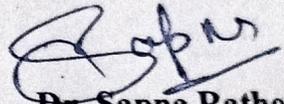
**Conclusion:**

The meeting ended with the Principal thanking the IQAC team for maintaining the highest standards of quality throughout the event. (After the Chair speaks) Thank you, Ma'am, for your expert guidance and for upholding the scholarly standards of this conference. Congratulations to our winners! We now officially conclude this session.



**Dr. Meenu Singh Sachan**

Principal



**Dr. Sapna Rathor**  
IQAC Coordinator