

**ASIAN EDUCATIONAL INSTITUTE
(AN AUTONOMOUS COLLEGE)**

IQAC NOTICE

DATED:-15/05/2025

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

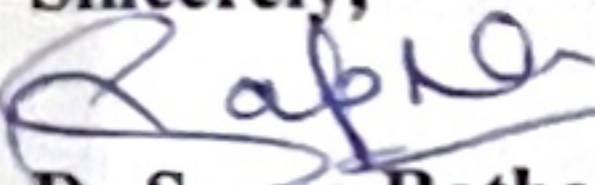
All Heads of Departments are hereby informed that a Board of Studies meeting is scheduled for the academic year 2025-2026. In preparation for the meeting, you are requested to:

- 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.

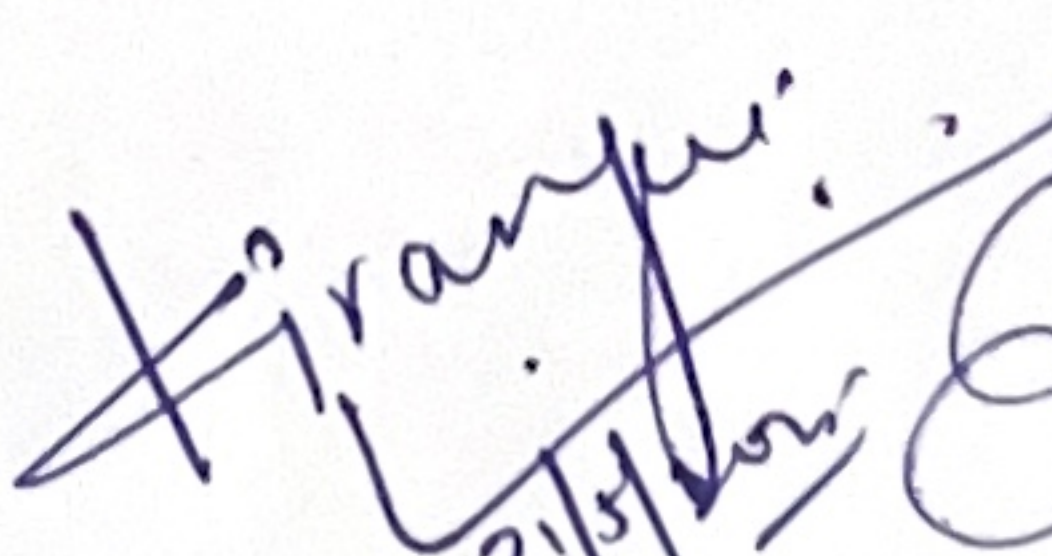
Thank you for your cooperation.

Sincerely,


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

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


Fayel
31/5/25


Hiranjan
31/5/25

Dr. Sapna Rathore

Gaur

**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

uties Assigned For NAAC (2025-26)

S.NO.	CRITERIA	NAME OF CRITERIA	TEACHER ASSIGNED	SIGNATURE
INPUT -1. CURRICULUM DESIGN				
1	1.1	Outcome Based Curriculum	Departmental level(All HoDs)	<i>Created 08.01.2025</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>Created 08.01.2025</i>
7	1.7	Curriculum Revision	Principal Mam	<i>Principa</i>
8	1.8	Indian Knowledge System	Ms.Paramjit kaur/Ms.Mandeep kaur	<i>Paramjit</i>
INPUT-2. FACULTY RESOURCES				
9	2.1	Recruitment	Management	
10	2.2	Pay & Allowances		
11	2.3	Faculty Diversity		
12	2.4	Faculty Development		
13	2.5	Faculty Retention		
14	2.6	Faculty Student Ratio		
INPUT-3. INFRASTRUCTURE				
15	3.1	Physical Infrastructure	Ms.Neha(phy.)/Ms.Gaganbir	<i>Created 08.01.2025</i>
16	3.2	Learning Resources	Ms. Varinder kaur	<i>Created 08.01.2025</i>
17	3.3	IT Infrastructure	Ms.Prabhdeep kaur/Ms.Neha(Comp)	<i>08.01.2025</i>
	3.4	Research Resources	Ms. Varinder kaur	<i>Created 08.01.2025</i>
	3.5	Divangjan Friendly facilities		
INPUT-4.FINANCIAL RESOURCES & INFRASTRUCTURE				
18	4.1	Capital Income	Ms. Anju	
19	4.2	Revenue Income		
20	4.3	Capital Expenditure		
21	4.4	Revenue Expenditure		
22	4.5	Sustainability & Growth		
23	4.6	Financial Controls & Risk Management		
PROCESS-5.LEARNING & TEACHING				
24	5.1	Pedagogical Approaches	Departmental level(All HoDs)	<i>Created 08.01.2025</i>
25	5.2	Internships,Field Projects etc.	Departmental level(All HoDs)	<i>Created 08.01.2025</i>

Ms. Anju

26	5.3	Assessment	Ms. Vasudha	
27	5.4	Academic Grievances Redressal	Cell Coordinators	
28	5.5	Catering to Diversity	Departmental level (All HoDs)	
29	5.6	Learning Management System	Computer Department	
30	5.7	Industry Academia linkages	Placement Cell - Ms. Paramjit kaur	

PROCESS-6. EXTENDED CURRICULAR ENGAGEMENTS

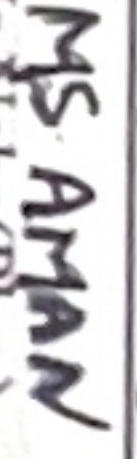
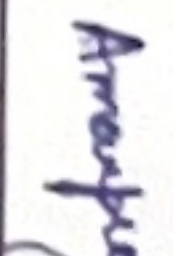
31	6.1	Technical / Domain Related Clubs activities & Technical festivals	Dr. Sapna Rathore	
32	6.2	Hackathons & Ideation Workshops	Ms. Gaganbir/Ms. Neha (Comp)	
33	6.3	Cultural Clubs & Activities & Festivals	Dr. Harjinder Pal kaur/Dr. Parmjeet kaur Mangat	
34	6.4	Mental Health Clubs & Activities (Yoga)	Mr. Amarjit Singh	
35	6.5	Sports Clubs/Teams & Activities		
36	6.6	Community related activities including UBA	Ms. Paramjit Kaur/Dr. Major Singh/Mr. Amarjit Singh	

PROCESS-7. GOVERNANCE & ADMINISTRATION

37	7.1	Institutional Development Plan	Ms. Kiranjeet	
38	7.2	E-Governance	Ms. Anju/Ms. Kiranjeet / Ms. Payal / Ms. Prabhdeep	
39	7.3	Student & Employee Welfare	Management / Principal Mam / Ms. Anju	
40	7.4	Grievance Handling Mechanism	Dr. Sapna Rathore/Dr. Sonu Pannu/Ms. Kirandeep kaur	
41	7.5	Quality Assurance System	Iqac Coordinator (Dr. Sapna) with all HoDs	
42	7.6	Effective Leadership	Chairman Sir & HoDs & Ms. Paramjit kaur	

OUTCOME-8. STUDENT OUTCOME

43	8.1	Placements/Employment	Ms. Paramjit Kaur/HoDs	
44	8.2	Academic Progression		
45	8.3	Self Employment / Entrepreneur		
46	8.4	Awards / Prizes / Recognitions in Curricular and Extended curricular areas	All HoDs	
47	8.5	Enrollment ratio		
48	8.6	Graduation rate		
49	8.7	Student Alumni Learning Experiences	Ms. Rajni/Ms. Manjot kaur	

OUTCOME-9. RESEARCH AND INNOVATION OUTCOMES				
50	9.1	External research Grants	 Principal & All HoDs	
51	9.2	Research publications		
52	9.3	Research quality		
53	9.4	IPR Produced		
54	9.5	Research Collaborations		
55	9.6	No. of Student Startups		
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 	
58	10.3	Progressing Towards net zero	 /Ms. Vasudha/Ms. Neha (Phy.)	
59	10.4	Green Audts & Ininitatives	Management	
60	10.5	Collaborations with industry/NGOs	Management & Dr. Sapna rathore	
			Dr. Major Singh/Mr. Amarjit Singh/Mr. Gurpreet Singh	


PRINCIPAL


CHAIRMAN

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

Proceedings of the Meeting of IQAC

Date: 25th 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 Attached)

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 Pannu
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	Pannu N.O
10.	Sustainability(Green Initiatives)	Ms.Navneet Kaur	N.O

Chairman


Principal


IQAC Coordinator

ASIAN EDUCATIONAL INSTITUTE
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SIRHIND ROAD, PATIALA

Notice for Upcoming FDP

Internal Quality Assurance Cell (IQAC)

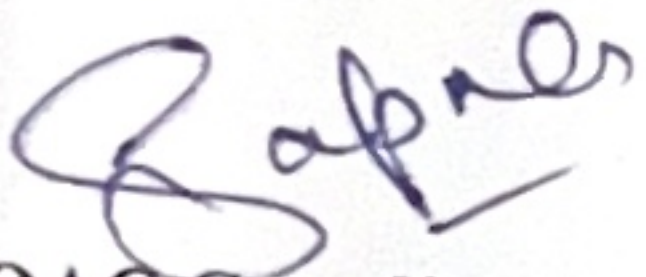
Date:-1st July'2025

All faculty members are hereby informed that a 5 Days **Faculty Development Programme (FDP)** will be organized by the IQAC from 12th July, 14th July'2025 to 17th 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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Internal Quality Assurance Cell (IQAC)

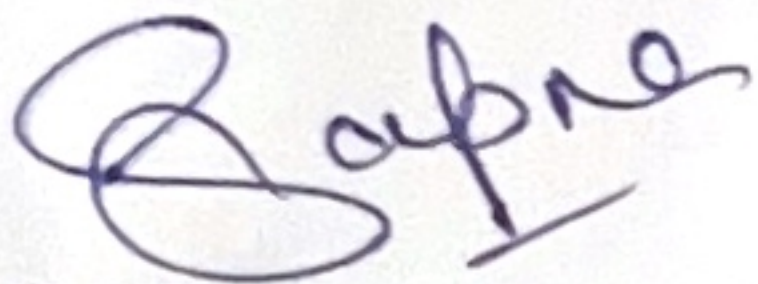
Notice

Date :- 10th 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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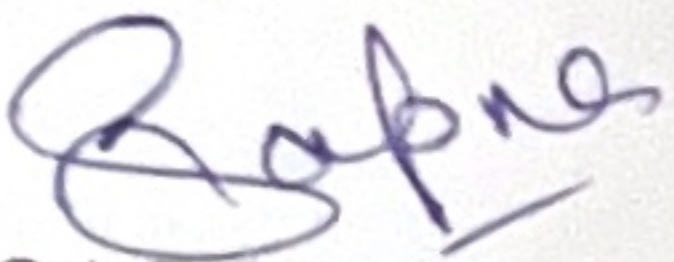
Internal Quality Assurance Cell (IQAC)

NOTICE

Date:- 17th 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)

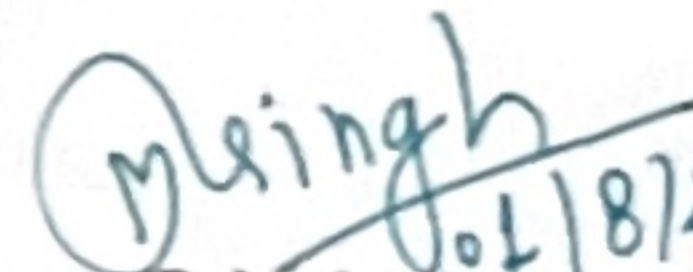
Dear Faculty members following are the measures for Course File:

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 (2nd year onward....)
12. Updated student Attendance register

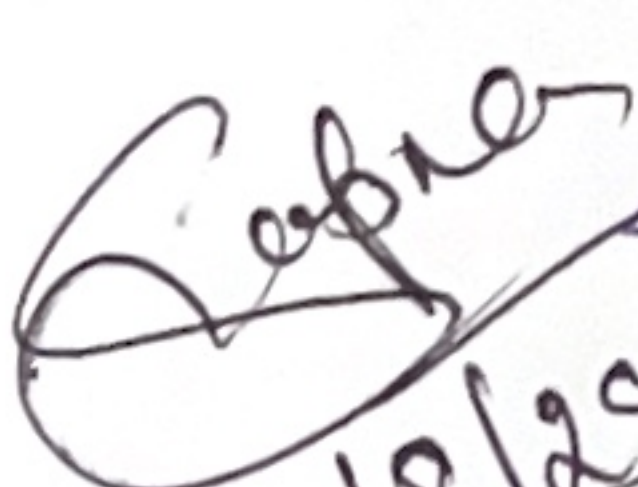
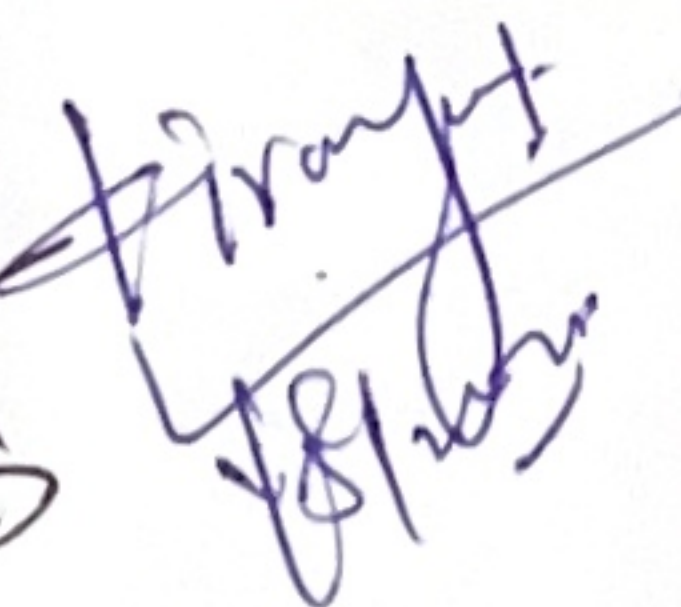
All faculty members must complete the work of course file with help of HOD of their respective department.


(IQAC – Coordinator)




(Principal) 01/8/2025

CC: All Heads

 11/8/25
 18/8/25
 Payel
 Ramu
 Alka

ASIAN EDUCATIONAL INSTITUTE
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SIRHIND ROAD ,PATIALA

Internal Quality Assurance Cell (IQAC)

NOTICE

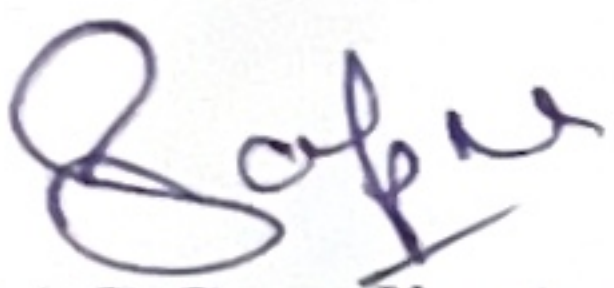
Date:- 8th August,2025

Orientation Programme

The college will organize an **Orientation Programme** for newly admitted students of *UG/PG courses* on 12th 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

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

Internal Quality Assurance Cell (IQAC)

NOTICE

Date:-20th 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

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SIRHIND ROAD, PATIALA

Internal Quality Assurance Cell (IQAC)

NOTICE

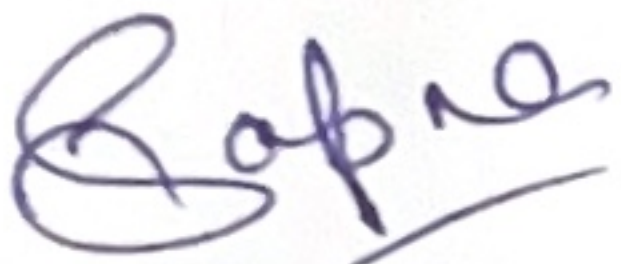
Date:- 1st September'2025

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

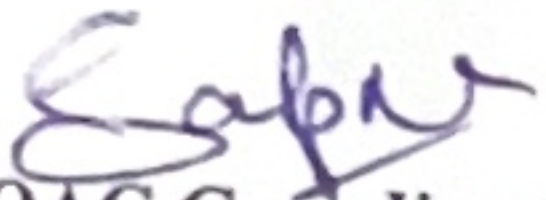
11th October'2025

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#) 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