

Minutes of the Academic Council Meeting (Feb 25)

Date & Time	15 Feb 25, Saturday at 9:30 am
Location	GCAD Conference Room
Attendees	Director General, Principal GCAD, Principal GIET, Principal GCP, Director Admissions & Placements, Dean Academics, Dean R&D, Dean SW, HoD DCS, HoD DMS, HoD DCA, Head IIC & E, Head Consultancy Cell, Head Admin & EEM Cell, Registrar, Head HR, Head Maintenance & Stores, Head Purchase.
Agenda	<p>(a) Presentation on placement progress by TPO under the arrangements of Director A&P.</p> <p>(b) Presentation on student back papers summary (current & previous batches) followed by planned actions under the arrangements of respective Principals.</p> <ul style="list-style-type: none">• Registrar - Back papers summary• Principals GIET & GCAD - Respective action plans <p>(c) Finalising SOP on Purchase of Stores, petty expenses etc - Presentation by Head Administration & EEM Cell.</p> <p>(d) HR Service Rules - Dissemination of salient points by Head HR.</p> <p>(e) Presentation on updated IPR Policy by Dean R&D.</p> <p>(f) Finalising Gateway Education Annual Fest date/ modalities - Dean SW.</p> <p>(g) Any other points with the Permission of the Chair.</p>
Decision taken on Agenda (a)	<p>Presentation on placement progress by Director A & P</p> <p>The Training and Placement Officer (TPO) presented a comprehensive Placement Progress Report for all batches graduating in the year 2025. The presentation also included an update on the placement status of GCAD students who graduated in 2024.</p> <p>The House acknowledged and celebrated the placement statistics while engaging in discussions on strategies and action plans to further enhance placement outcomes in the coming months.</p> <p>A special mention was given to the Departmental Placement Coordinator (DPC) of the Department of Computer Applications, whose efforts facilitated the placement of five students through departmental initiatives. The members appreciated this contribution</p> <p>Key Decisions Taken:</p> <ol style="list-style-type: none">1. The Placement Summary will now include details of placement efforts undertaken in the previous month, along with placements secured through the initiatives of the respective DPCs.2. A combined meeting of all DPCs and the TPO will be held monthly, chaired


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	<p>by the Director of Admissions & Placements, to streamline and enhance placement efforts.</p> <p>3. The formats for students opting for higher studies, those involved in family businesses/ pursuing entrepreneurship will be finalised and categorised separately in the Placement Summary by the TPO on priority.</p> <p>These measures aim to strengthen placement initiatives and provide better career opportunities for students</p> <p>Decision 1 & 2: Every month around the year</p> <p>Decision 3: 28 Feb 25</p>
<p>Decision taken on Agenda (b)</p>	<p>(b) Presentation on student back papers summary (current & previous batches) followed by planned actions under the arrangements of respective Principals.</p> <ul style="list-style-type: none"> • Registrar - Back papers summary • Principals GIET & GCAD - Respective action plans <p>The Registrar, Gateway Education presented a clear and precise summary of back papers, as obtained from COE, DCRUST. The accuracy of the summary was confirmed through the university's provided link, allowing access to individual student details. The House appreciated the Registrar's efforts in compiling and sharing the report with all members including Principals and Heads of Departments (HODs).</p> <p>The Principals, along with the respective HODs, discussed action plans to facilitate the clearance of back papers for both existing and pass-out students.</p> <p>Key Decisions Taken: -</p> <ol style="list-style-type: none"> 1. Ensuring Clearance of Back Papers for Existing Students <ol style="list-style-type: none"> (a) Principals will take all necessary measures to ensure students clear their back papers. (b) Parents of all students with backlogs will be invited for a PTM (Parent-Teacher Meeting) once a month to discuss progress and support mechanisms. (c) The one-on-one meeting with all students and their parents regarding backlogs for month of Feb will be conducted by their respective HODs by 28th Feb 25 without fail. (d) Students with back papers should not be permitted to participate in institutional extracurricular activities, sports or events such as GVAC until a course of action regarding their backlogs is discussed with them and their parents. However, the final decision on this matter will be taken by the respective Principals after the meetings. <p>Decision 1(a) & (b): Principals GIET & GCP</p> <p>Time: Every month around the year</p>


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Decision 1(c): HoDs in consultation with respective all Principals

Time: 28 Feb 25

Decision 1(d): Principals GIET & GCAD

Time: At the earliest

2. Follow-up with Absentee Students

- Students who have stopped attending classes will be given official communication via speed post.
- If a student remains unresponsive after two such communications, their name will be struck off the institution's records with the approval of the respective Principal.

Action: HoDs in consultation with Principals under information Registrar

Time: Every month around the year

3. Handling Backlogs for Discontinued Courses

- (a) The summary presented by Registrar included back papers for courses that have been discontinued at the institution, such as BHM, B.Tech Electronics & Communication, B.Tech Mechanical Engineering, etc.
- (b) Gateway Education will make the necessary academic arrangements to facilitate the completion of these degrees under the arrangements of Dean A & Registrar Gateway Education.
- (c) Any student unwilling to pursue their degree will have their decision formally recorded at the earliest.

Action 3(b): Dean A

Time: Around the year

Action 3(c): HoDs in consultation with Principals

Time: Around the year

4. Back Paper Students & Even Semester Examination Planning

- (a) Students (both existing and pass-out) appearing for back papers along with the Academic Year 2024:25 Even Semester examinations will be identified by respective HoDs.
- (b) Each student's back paper summary with a tentative action plan will be presented by their respective HOD in the next Academic Council Meeting for


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	<p>the information of all concerned stakeholders.</p> <p>These measures aim to streamline the back paper clearance process, enhance student accountability, and ensure proper academic planning for all students.</p> <p>Action: Respective HoDs in consultation with Principals</p> <p>Time: ACM Mar 25</p>
<p>Decision taken on Agenda (c)</p>	<p>(c) Finalising SOP on Purchase of Stores, petty expenses etc - Presentation by Head Administration & EEM Cell.</p> <p>The Standard Operating Procedure (SOP) for purchasing stores, hiring transport, managing petty expenses, infrastructure additions etc was presented by the Head Administration & EEM Cell, covering various critical aspects.</p> <p>Following an in-depth discussion and brainstorming session, several valuable suggestions were received from the members. The efforts put into drafting the SOP were highly appreciated.</p> <p>To ensure a comprehensive and effective SOP, it was decided to incorporate all the suggested improvements and issue the document at the earliest for immediate adoption.</p> <p>Action: Head Administration & EEM Cell</p> <p>Time: 25 Feb 25</p>
<p>Decision taken on Agenda (d)</p>	<p>(d) HR Service Rules - Dissemination of salient points by Head HR.</p> <p>The HR Service Rules, previously discussed in multiple Academic Council meetings, have now received final approval from the management. The Head of HR presented the finalised rules and highlighted the key aspects to the members.</p> <p>During the discussion, clarifications on salient points were provided. However, a key suggestion was raised by the Head Admissions, proposing a revision in the vacation schedule to ensure it differs from the Academic team's schedule. This was recognized as a logical and necessary adjustment, considering the unique operational needs of the Admissions team.</p> <p>It was decided to forward this request separately through the Director Admissions & Placements (A&P) for further deliberation and a suitable decision.</p> <p>Action: Head HR to issue the approved service rules.</p> <p>Time: ASAP</p> <p>Action: Director A&P</p> <p>Time: 25 Feb 25</p>


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Decision taken
on Agenda (e)

(e) Presentation on updated IPR Policy by Dean R&D.

The updated IPR (Intellectual Property Rights) policy was presented by the Dean R&D to all members. Following a detailed discussion, clarifications on various points were provided by the Dean R&D.

It was highlighted that three patents have already been published in the last two months through the efforts of Principal GIET through the facility of early publication. After thorough deliberation, the IPR policy was officially approved by the House.

Key Decisions Taken:

1. Design Patent Publication from GCAD

- (a) Principal GCAD was requested to schedule an online session with the earmarked patent attorney to facilitate the patent publication process for GCAD.
- (b) A tentative target date of 31st March 2025 was set for publishing of this design patent
- (c) Dean R&D will coordinate and organise the online presentation accordingly.

Action: Principal GCAD & Dean R&D

Time: 25 Feb 25

Action: Dean R&D to issue the IPR Policy

Time: 25 Feb 25

2. Formation of an Institutional IPR Cell

- The Director General, Gateway Education, suggested identifying volunteer faculty members to lead the IPR Cell of the institution.
- In the long term, Gateway Education may sponsor a faculty member to appear for the Patent Attorney Examination.
- This initiative will enable the institution to file and process patent applications at minimal cost while also offering IP consultancy services to nearby institutions.
- Expanding the consultancy portfolio will provide long-term benefits to the institution, including enhanced research output and financial sustainability.

Action: Dean R&D & Head Administration & EEM Cell to identify faculty for IPR Cell

Time: 28 Feb 25


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<p>Decision taken on Agenda (f)</p>	<p>(f) Finalising Gateway Education Annual Fest date/ modalities - Dean SW.</p> <p>The dates for the GE Annual Fest 2025 were discussed and finalized from 3rd to 5th April 2025. This will be a centralised fest organised for all colleges under Gateway Education.</p> <p>However, specific days may be allocated for individual college activities, leading up to the final day, which will feature combined events for all participants.</p> <p>Further details regarding the event schedule and activities will be shared in due course</p> <p>Action: Dean SW</p> <p>Time: 10 Mar 25</p>
<p>Decision taken on Agenda (g)</p>	<p>Any other points with the Permission of the Chair.</p> <p>(i) Enhanced Participation in Fire Drills – Decision & Implementation</p> <p>The importance of active participation in fire drills was raised by Principal GIET, emphasising the need for greater involvement of both students and faculty members from each department.</p> <p>To ensure better preparedness and effectiveness, he proposed that in the case of GIET, fire drills should be scheduled immediately after classes at 3:30 PM. This would allow maximum participation without disrupting academic activities.</p> <p>Other Principals also agreed with the proposal and gave their consent to conduct monthly fire drills, aligning with their respective academic schedules.</p> <p>Head administration was requested to issue the fire drills schedule/ time accordingly.</p> <p>Action 1: Head Branding</p> <p>Time: Around the year publishing in Social Media/ Print Media/ Institute Website</p> <p>Action 2: Head Administration & EEM Cell in consultation with all Principals (including GIS)</p> <p>Time: Around the year as per the time given by each college</p>
<p>Decision taken on Agenda (g)</p>	<p>(ii) Implementation of Regular First Aid Drills and Health Records Maintenance</p> <p>The necessity of conducting regular first aid drills on campus was discussed in the meeting, along with the importance of sensitization sessions on health awareness. Additionally, it was emphasised that health records or logs should be maintained for all staff and faculty members to ensure proper monitoring of their well-being.</p> <p>It was also proposed that necessary health emergency charts should be identified and displayed in each college, ensuring that all individuals are aware of the protocols and key contact points in case of a medical emergency.</p>


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	<p>Principal GCP voluntarily agreed to take the lead in implementing these measures, ensuring that first aid preparedness and health awareness initiatives are effectively integrated across the institution.</p> <p>Action: Principal GCP in consultation with Head Purchase</p> <p>Time: 10 Mar 25 and around the year for health awareness talks/ camps (preferably once in 3 months).</p> <p>Head Purchase, Ms. Jyoti Verma voluntarily agreed to coordinate with Max Hospital, Shalimar Bagh to arrange the following health initiatives for the institution:</p> <ol style="list-style-type: none"> 1. Sensitisation Address: Regular sessions on health awareness and first aid preparedness to educate students, faculty, and staff. 2. Medical Check-up Facilities: On-campus free medical check-up camps and Hospital-based paid health check-up facilities for those who require specialised examinations. <p>Action: Head Purchase in consultation with Principal GCP</p> <p>Time: 10 Mar 25 and around the year for medical checkup (preferably once in 4 months)</p>
<p>Decision taken on Agenda (g)</p>	<p>(iii) Implementation of Biometric Attendance in Classrooms</p> <p>Principal GIET emphasised the necessity of introducing biometric attendance in classrooms to ensure accurate tracking and improve student attendance. He informed the House that he had already issued the necessary instructions to Dean A to examine the feasibility/ costs in consultation with Head ITS.</p> <p>The House appreciated the initiative and collectively agreed that biometric attendance systems should be implemented in classrooms at the earliest to streamline attendance monitoring and enhance student participation without further delay.</p> <p>Action: Dean A & Head ITS in consultation with Principal GIET. Subsequently the same to be extended to all colleges.</p> <p>Time: GIET- 31 Mar 25</p> <p>Time: Other colleges – 30 Jun 25</p>
<p>Decision taken on Agenda (g)</p>	<p>(iv) Establishment of Atal Seva Kendra Services on Campus</p> <p>The Director General, Gateway Education, informed the House about a proposal from the custodian of Atal Seva Kendra, Sonipat, offering to extend their services for a few hours on all working days within the Gateway Education campus. This initiative aims to benefit students and staff, reducing the need for them to go outside for essential services.</p> <p>It was also highlighted by the DG GE that Assistant Professor Ashish Agarwal from GIET took the initiative in facilitating this proposal and the House commended his efforts. The members unanimously agreed that this service would have a positive impact on the institution and should be established as a priority.</p> <p>Key Decisions Taken:</p> <ol style="list-style-type: none"> 1. Location: The House approved setting up the Atal Seva Kendra facility at one of the


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	<p>two unused kiosks in the institution's parking area.</p> <p>2. Implementation: The service will be inaugurated on priority, and necessary arrangements will be made at the earliest.</p> <p>3. Operational Guidelines: The modalities for its functioning will be finalised and communicated to all concerned stakeholders.</p> <p>Action: Assistant Professor Ashish Agarwal in consultation with Head Administration & EEM Cell</p> <p>Time: Inauguration on 28 Feb 25</p>
Closing Remarks	There being no other points. The meeting was closed at 12:30 pm

All are requested to ensure a time bound action and submit the report on each of the points by 10 Mar 25 positively so that Action Taken Report (ATR) could be compiled on priority.


Dr. (Col) A Garg
Director General

File No: GE/HE/DG OFFICE/2025/55

Dated: 20 Feb 25

Distribution: Principal GCAD, Principal GIET, Principal GCP, Director Admissions & Placements, Dean Academics, Dean R&D, Dean SW, HoD DCS, HoD DMS, HoD DCA, Head IIC & E, Head Consultancy Cell, Head Admin & EEM Cell, Registrar, Head HR, Head Maintenance & Stores, Head Purchase

Copy to: Chairman, Executive Chairman, Executive Directors