

Minutes of the Academic Council Meeting- (Jan 24)

Date & Time	22 Jan'24 (Mon) at 2:00 pm
Location	GCAD Conference Room
Attendees	Director General, Director Admissions & Placements, Principal GCAD, Principal GIET, Academic Coordinator (GCAD), Dean Academics (GIET), HoD DCS (GIET), HoD DMS (GIET), Administrative Officer (GCAD), Deputy Registrar (GIET), Administrator (GIET), HR& Placement Officer
Agenda	<ol style="list-style-type: none">1. Suggested revised organization structure for Gateway Higher Education - Presentation by Director (A&P)2. Identifying faculty & student achievements of last three years - Presentation under arrangements of Principal GCAD & Principal GIET3. Academic Results of the last three years - Presentation under arrangements of Principal GCAD & Principal GIET4. 2024 & 2025 Pass out batches - Back papers details (presentation under arrangements of Principal GCAD & Principal GIET)5. Marketing budget for the Last 3 Years - Presentation by Director (A&P)6. Presentation of events calendar for even semester AY 2023-24 and odd semester AY 2024-25 by Prof Ajay Kaushik, GIET.7. Constitution of Board of Studies for all programs - Draft BOS for respective programs to be discussed
Decision taken on Agenda 1	<p>1. Suggested revised organization structure for Gateway Higher Education - Presentation by Director (A&P)</p> <p>The organization structure was presented by Director (A&P) and various suggestions were received from members. The proposed structure will be presented to management by 10 Feb 2024 for comments/suggestions/approval.</p> <p><u>Action:</u> Director (A&P)</p> <p><u>Time:</u> 10 Feb 2024</p>



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<p>Decision taken on Agenda 2</p>	<p>2. Identifying faculty & student achievements of last three years - Presentation under arrangements of Principal GCAD & Principal GIET</p> <p>Faculty & student achievements were presented by GCAD & GIET team members. The same were appreciated by the house & it was decided that a consolidated news letter (including GIS events) will be released as a soft copy on first of every month. Principal GIS be separately requested by Director (A&P)</p> <p><u>Action:</u> Principals (GCAD & GIET) & Director (A&P)</p> <p><u>Time:</u> First Every Month</p>
<p>Decision taken on Agenda 3</p>	<p>3. Academic Results of the last three years - Presentation under arrangements of Principal GCAD & Principal GIET</p> <p>Academic Results were presented by both colleges. The house showed its concern on large number of backs leading to reduced results of various programmes. It was decided to strengthen academics on top priority to ensure improved results. Respective strategies by both Principals be formulated/approved/implemented at the earliest. A confirmation be submitted by 10 Feb 2024.</p> <p><u>Action:</u> Principals (GCAD & GIET)</p> <p><u>Time:</u> 10 Feb 2024</p>
<p>Decision taken on Agenda 4</p>	<p>4. 2024 & 2025 Pass out batches - Back papers details (presentation under arrangements of Principal GCAD & Principal GIET)</p> <p>Back paper details presented by both colleges revealed that the focus of the students on clearing back papers needs to be strengthened as a policy/strategy. One such strategy was discussed at length to include in house registration of students having back papers every semester, planning minor/PUE for back papers on a separate day and also making faculty teaching the subject responsible to get the papers cleared. A policy for the same be formulated by respective colleges & approved at the earliest. A confirmation be submitted by 10 Feb 2024.</p> <p><u>Action:</u> Principals (GCAD & GIET)</p> <p><u>Time:</u> 10 Feb 2024</p>


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<p>Decision taken on Agenda 5</p>	<p>5. Marketing budget for the Last 3 Years - Presentation by Director (A&P)</p> <p>Marketing budget was presented by Director (A&P). Following decisions were taken:-</p> <p>(a) Respective colleges will work out their own budget for FY 24-25 and submit the same to DG, GE by 15 Feb 2024 as per the issued format.</p> <p>(b) It was decided that all efforts to achieve 100% admissions will be made for AY 24-25. For this purpose faculty Departmental Admission Coordinators (DACs) & Departmental Placement Coordinators (DPCs) can be created to strengthen central placement & admission efforts. It is extremely vital & critical to have 100% admissions for the growth of the institute.</p> <p>Action: Principals (GCAD & GIET) & Director (A&P)</p> <p>Time: Creation of Coordinators 10 Feb 2024 100% Admissions 31 Jul 2024</p>
<p>Decision taken on Agenda 6</p>	<p>6. Presentation of events calendar for even semester AY 2023-24 and odd semester AY 2024-25 by Prof Ajay Kaushik, GIET</p> <p>The event calendar was presented and appreciated by all members. It was decided to identify few in house events and few school/college events (sonipat area) separately & execute them before Jul 2024. It was also decided to create central appointments of Dean Academics, Dean Student Welfare, Dean R&D for smooth functioning of Academics, Students and Research activities respectively.</p> <p>Action: Office of DG,GE & Dean SW</p> <p>Time: Issue of OOs-31 Jan 24 Event Calendar by DSW -10 Feb 24</p>
<p>Decision taken on Agenda 7</p>	<p>7. Constitution of Board of Studies for all programs - Draft BOS for respective programs to be discussed</p> <p>It was decided to create Five Board of Studies for various departments/courses in alignment with UGC notification on Autonomous Institutions (format shared) as per following details:-</p> <p>(a) B.TECH (CSE & CSE AI&ML) (b) BBA & MBA (c) BCA & MCA (d) B.ARCHITECTURE (e) B.PHARMACY</p>


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	<p>Action: Principals (GCAD & GIET) & Director (A&P) for B.Pharmacy.</p> <p>Time: 10 Feb 2024</p>
Miscellaneous Point	<p>Monthly Tea: On the last day of every month, a combined tea for all faculty & staff members to be organized by HR at 4/5 pm in consultation with Principals GCAD & GIET. The birthday & wedding anniversary celebrations during the month be also organized during the tea.</p>
Closing Remarks	<p>We have an excellent team at both the colleges. The focus should be on 'Academics' which will lead to 'Good Placements' resulting to 'Excellent Admissions' with quality intake. VED (Vital, Essentials and Desirable) analysis to be followed as follows:-</p> <p>Vital:- Academics, Placements & Admissions</p> <p>Essentials: Research, Consultancy, Student Activities, Innovation, Entrepreneurship, International Relation etc.</p> <p>Desirable: All other initiatives.</p>

All are requested to ensure a time bound action.

File No: GE/HE/DG OFFICE/2024/05

Dated: 31 Jan 24


Dr. (Col) A Garg
Director General

Distribution:

- Director Admissions & Placements, Principal GCAD, Principal GIET, Academic Coordinator (GCAD), Administrative Officer (GCAD), HoD DCS (GIET), HoD DMS (GIET), Deputy Registrar (GIET), Administrator (GIET), HR, Dean Academics (GIET)

Copy to:

- Chairman
- Executive Chairman
- Executive Directors