

## Minutes of the Academic Council Meeting (Sep 24)

<b>Date &amp; Time</b>	11 Oct 24, Friday at 2:00 pm
<b>Location</b>	GCAD Conference Room
<b>Attendees</b>	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
<b>Agenda</b>	<p>(a) Discussion and planning on 10th convocation of Gateway Education on 19th October 24.</p> <p>(b) Discussion on the official launch of the B.Pharmacy program under GCP.</p> <p>(c) Decisions taken in previous meeting dt 29 Aug 24 and current status</p>
<b>Decision taken on Agenda (a)</b>	<p><b>Discussion and planning on 10th convocation of Gateway Education on 19th October 24.</b></p> <p>Discussion on 10th convocation conduct were done and all members enthusiastically gave their suggestions. The event was concluded in a befitting manner on 19 October. Thanksgiving &amp; Experience Sharing Meeting has been planned to be done on 23 October that will enable to further improve the event when organized next time.</p>
<b>Decision taken on Agenda (b)</b>	<p><b>Discussion on the official launch of the B.Pharmacy program under GCP.</b></p> <p>The modalities for official launch of B.Pharmacy program were presented by Principal GCP. Various valuable suggestions were received from the members. It was decided that the official launch would be undertaken immediately on receipt of approval from the affiliating University.</p>
<b>Decision taken on Agenda (c)</b>	<p><b>Decisions taken in previous meeting dt 29 Aug 24 and current status</b></p> <p>(a) <b>Formulation of Vision/ Mission statements of Gateway Higher Education - Presentation on existing Statements of respective Colleges by Principals GCAD &amp; GIET.</b></p> <p>Vision/ Mission presented by Principals GCAD &amp; GIET were well received by the members. It was decided that to Formulate Vision/ Mission statements &amp; objective of the entire Gateway Education Group in alignment with NEP 2020 by formulating a committee chaired by Dean A. The committee can invite inputs of various stakeholders i.e Alumni, Industry, Employers, Parents, Faculty members etc.</p> <p>The committee was formulated issued vide DG Gateway Education Letter No. DG/HE/DG office/2024/104 dated 21 Oct 2024</p> <p><b>Action:</b> Principal GCP &amp; Dean A</p> <p><b>Time:</b> 11 Oct 24, 17 Oct 24, 23 Oct 24, 28 Oct 24, 08 Nov 24 (various milestones)</p>

  
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<p><b>Decision taken on Agenda (c)</b></p>	<p><b>(b) HR Policy of Gateway Education - Presentation by Head HR.</b></p> <p>HR Policy was presented by Head HR and same was appreciated by the members.</p> <p>Following suggestions were received: -</p> <p>(a) To conduct induction program for new joining of faculty &amp; staff every three months and also introduce them in the monthly tea.</p> <p>(b) Faculty/ staff will be entitled to 10 emergency leaves per year instead of 12.</p> <p>It was decided to prepare a final HR Policy incorporating above suggestion and share to all members for another deliberations. The same to be finalized by 10 Sep 24.</p> <p>The policy is under finalization and shall be presented during the ACM of October 24 and issued thereafter.</p> <p><b>Action:</b> Head HR</p> <p><b>Time:</b> 31 Oct 24</p>
<p><b>Decision taken on Agenda (c)</b></p>	<p><b>(c) Club Formation</b></p> <p>Dean SW presented 6 to 7 clubs for which the students have shown their inclination and interest. It was decided to finalize the clubs at the earliest and an office order be issued by 5th of September from the office of DSW. The clubs so formed will have student members from both the colleges. Various activities will be conducted by the student groups keeping in view their academic schedules does not get compromised under any circumstances.</p> <p>The office orders wrt clubs formulated by Dean SW have already been promulgated vide DG Gateway Education Letter No. DG/HE/DG office/2024/104 dated 21 Oct 2024. Dean SW to organize the club road map presentations by student coordinators before 15 Nov 24.</p> <p><b>Action:</b> Dean SW</p> <p><b>Time:</b> 15 Nov 2</p>
<p><b>Decision taken on Agenda (c)</b></p>	<p><b>(d) NAAC 2025 for Gateway Higher Education - Roadmap presentation by Dean R&amp;D.</b></p> <p>NAAC 2025 Roadmap was presented by Dean R&amp;D which was well received by the members. Following was decided: -</p> <p>(a) Criteria coordinators will be as follows: -</p> <ul style="list-style-type: none"> <li>Criteria 1 - Dean A</li> <li>Criteria 2 - Dean A</li> <li>Criteria 3 - Dean R&amp;D</li> <li>Criteria 4 - Dean SW</li> <li>Criteria 5 - DG GE</li> <li>Criteria 6 - Director A&amp;P</li> <li>Criteria 7 - Head Admin &amp; EEM Cell</li> </ul> <p>(b) Coordinators as above will have freedom to select Sub Criteria - coordinators as per their choice.</p>

  
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	<p>(c) Self-audit of all parameters for respective criteria will be undertaken by all criteria coordinators showing status as on 1<sup>st</sup> Sep 24. The same will be presented in the next ACM tentatively planned on 27 Sept 24. The future roadmap of the criteria to be also presented by the coordinators during this ACM.</p> <p>Dean R&amp;D has already issued the revised list of 10 criteria's along with the names of coordinators vide letter no GE/IQAC/24/05 dated 11/10/24 (copy attached).</p> <p><b>Action:</b> All criteria coordinators in consultation with Dean R&amp;D to carry out the self-audit of their criteria on priority.</p> <p><b>Time:</b> 15 Nov 24</p>
<b>Decision taken on Agenda (c)</b>	<p><b>(e) Finalization of the organization structure of the maintenance department.</b></p> <p>The organization structure of the maintenance department is yet to be finalized. Separate minutes for the same have already been issued. Another meeting with all the stakeholders of maintenance department is planned to be held on 31st August 24. It was decided to formulate the SOP on maintenance by 15th Sept 24 under the arrangements of Head Maintenance &amp; Stores.</p> <p><b>Action:</b> Head Maintenance &amp; Stores</p> <p><b>Time:</b> 15 Sept 24</p> <p><b>Revised Action:</b> Head Maintenance &amp; Stores</p> <p><b>Revised Time:</b> 10 Nov 24</p>
<b>Closing Remarks</b>	There being no other points. The meeting was closed at 4:30 pm

All are requested to ensure a time bound action and submit the report on each of the points by 25<sup>th</sup> Oct 24 positively so that Action Taken Report (ATR) could be compiled on priority.

**File No:** GE/HE/DG OFFICE/2024/105

  
**Dr. (Col) A Garg**  
**Director General**

**Dated:** 23 Oct 24

**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