

**Minutes of the Academic Council Meeting- (Feb 24)**

<b>Date &amp; Time</b>	27 Feb'24 (Tue) at 11:30 am
<b>Location</b>	GCAD Conference Room
<b>Attendees</b>	Director General, Principal GCAD, Principal GIET, Director Admissions & Placements, Academic Coordinator (GCAD), Dean Academics (GIET), HoD DCS (GIET), HoD DMS (GIET), Administrative Officer (GCAD), Deputy Registrar (GIET), Administrator (GIET), Head Purchase, Head Maintenance
<b>Agenda</b>	<p><b><u>Phase 1 (11:30am)</u></b></p> <p>(a) Presentation of SOP on Campus Security by Administrator, GIET.</p> <p><b><u>Phase 2 (2:00 pm)</u></b></p> <p>(b) The review of all previous ACM decisions by the house - all supporting documents be carried by participants.</p> <p>(c) Presentation/ finalisation of Budget by Principals GCAD, Principal GIET &amp; Director (A&amp;P).</p> <p>(d) Suggested faculty Appraisal form (for current &amp; future Academic sessions) ppt under arrangements of Principal GIET.</p> <p>(e) Strategy/ policy adopted to achieve 100% admissions for Academic Year 2024-25 - Presentation by respective Departments/ verticals under the arrangements of Principal GCAD, Principal GIET &amp; Director (A&amp;P).</p>
<b>Decision taken on Agenda (a)</b>	<p><b>(a) Presentation of SOP on Campus Security by Administrator, GIET</b></p> <p>SOP on the campus security was presented by Administrator GIET to all the members and various suggestion received. It was decided that all suggestion will be incorporated and updated SOP will be shared with all members for their perusal once again before it is issued to all concerned for adoption in letter &amp; spirit.</p> <p><b><u>Action:</u></b> Administrator GIET</p>
<b>Decision taken on Agenda (b)</b>	<p><b>(b) The review of all previous ACM decisions by the house - all supporting documents be carried by participants.</b></p> <p>All previous ACM decisions were reviewed and it was decided that BOS for various departments will be finalized by 10th March 24/ office order issued</p>



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	<p>by respective Principals under intimation to all concerned including DG office.</p> <p><b>Action:</b> Principal GCAD, Principal GIET</p>
Decision taken on Agenda (c)	<p><b>(c) Presentation/ finalization of Budget by Principals GCAD, Principal GIET &amp; Director (A&amp;P).</b></p> <p>Principal GCAD gave the presentation of budget for FY 24-25. It was decided to incorporate additional heads in the budget as per the new organisation structure of Gateway Education and reframe the same in consultation with Accountant HE.</p> <p>Similarly, Principal GIET to work out his budget in consultation with Accountant HE.</p> <p>The final budget presentation to be done by both the Principals &amp; Director (A&amp;P) along with Accountant HE at 10:00 am on 11th of March 24 to the undersigned.</p> <p><b>Action:</b> Principal GCAD, Principal GIET, Director (A&amp;P), Accountant HE</p>
Decision taken on Agenda (d)	<p><b>(d) Suggested faculty Appraisal form (for current &amp; future Academic sessions) ppt under arrangements of Principal GIET.</b></p> <p>Principal GIET and his team of HoDs DMS &amp; DCS gave a detailed presentation on faculty appraisal form for implementation during the AY 24-25. It was decided that a separate form of GCAD faculty as per the norms of COA / NBA requirement will be designed by principal GCAD on priority. The revised forms of both GIET &amp; GCAD will be presented during the Academic Council meeting for March 24 &amp; issued to the respective faculty members' before 1st of April 24 by Head HR.</p> <p><b>Action:</b> Principal GCAD, Principal GIET, Head HR</p>
Decision taken on Agenda (e)	<p><b>(e) Strategy/ policy adopted to achieve 100% admissions for Academic Year 2024-25 - Presentation by respective Departments/ verticals under the arrangements of Principal GCAD, Principal GIET &amp; Director (A&amp;P).</b></p> <p>The house appreciated the seriousness and necessity for making a strategy for achieving 100% admission for AY 24-25. It was decided that respective Principals in consultation with Director (A&amp;P) will give a presentation to</p>

  
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	<p>the undersigned on 5th of March. (The mail issued on the subject from the office of DG GE dated 28 Feb refers).</p> <p><b>Action:</b> Principal GCAD, Principal GIET, Director (A&amp;P)</p>
<b>Closing Remarks</b>	There being no other points. The meeting was closed at 5:30 pm

All are requested to ensure a time bound action and submit the report on each of the points by 15<sup>th</sup> March positively so that Action Taken Report (ATR) could be compiled on priority.

**File No: GE/HE/DG OFFICE/2024/15**

**Dated: 02 Mar 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), Head purchase, Head maintenance, Principal GIS

**Copy to:**

- Chairman, Executive Chairman, Executive Directors