

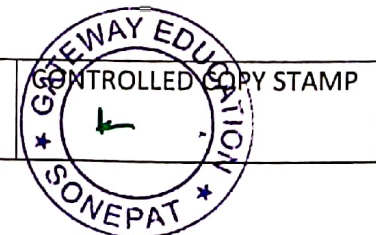
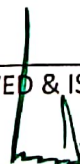
**Minutes of the Academic Council**  
**Meeting (Nov 25)**

<b>Date &amp; Time</b>	29 Nov 25, Tuesday at 10:00 am
<b>Location</b>	Conference room GCP
<b>Attendees</b>	Director General, Principal GCAD, Principal GCP, Principal GIET, Director Admissions & Placements, Dean Academics, Dean R&D, Dean SW, HoD DCS, HoD DMS, HoD DCA, Head Consultancy Cell, Head IIC & E, Head Admin & EEM Cell, Registrar, Head ITS, Head AS&H, COE
<b>Agenda</b>	<p>(a) <b>Presentation on placement progress by TPO under the arrangements of Director A&amp;P.</b></p> <p>(b) <b>Presentation on the preparation toward HR Conclave of 30 – 31 Jan 26 (Joint presentation by Director A&amp;P, Head AS&amp;H Cell and Dean A).</b></p> <p>(c) <b>Salient aspects of NEP Academic Ordinance for concerned programs – Presentation by Dean A.</b></p> <p>(d) <b>Academic Planning of Even semester (2025-26) – Academic Calendar, Time table, Holiday Calendar, Examination Calendar, CCC Formation, Faculty workload and allocation, Resources &amp; Infrastructure requirement (Target date: - 20 Dec 25) – Updates by Dean A.</b></p> <p>(e) <b>Implementation of OBE practices in GHE from Next Semester – presentation by Assistant Professor Mandvi, GHE OBE Coordinator.</b></p> <p>(f) <b>Left out/ dropout students details Odd Semester 2025 – 26 - Presentation by Dean A.</b></p> <p>(g) <b>Proposal of NPTEL/ SWAYAM course policy for students &amp; faculty - Presentation by GHE NPTEL Coordinator, Ar. Gurdeep Bagga.</b></p> <p>(h) <b>Disposal of old academic documents (Target Date: - 20 Dec 25) - Briefing on issued policy by Dean A.</b></p> <p>(i) <b>G-VAC Summary for current semester &amp; planning for next semester- Presentation by Head AS&amp;H Cell</b></p>

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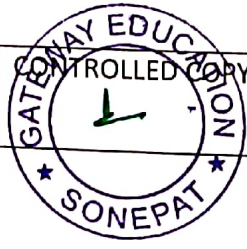
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	<p>(j) SOP For Awards and Rewards Recognition for Teaching Faculty &amp; Non-Teaching Staff -Presentation by Head HR.</p> <p>(k) ISO final Audit during 1st week of Dec Preparation – Briefing by IQAC Coordinator.</p> <p>(l) Governing Board Meeting during Dec 2025 - Fixing of date under coordination of DG GE.</p>
Decision taken on Agenda (a)	<p>(a) Presentation on placement progress by TPO under the arrangements of Director A&amp;P.</p> <p>A presentation on the placement progress was given by the TPO. During the presentation a comparison between the previous placement data and the current data was shared.</p> <p>It was recalled that in the earlier meeting it was discussed and mutually agreed that the TPO and Director A&amp;P would verify the placement data in coordination with all HoDs and the Registrar before finalising and presenting it in the ACM to ensure accuracy and avoid any data mismatch. The intention of this process was to maintain transparency and present reliable, validated placement figures.</p> <p>However the house noted with concern that the signed hardcopy of the placement presentation by all HoDs, the Registrar and the TPO which was to be submitted to the DG GE for review a day before was not prepared or submitted and this process was not followed.</p> <p><b>Action:</b> TPO in consultation with concerned HoDs and Registrar</p> <p><b>Time:</b> All future ACMs</p>

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Decision taken  
on Agenda (b)

**(b) Presentation on the preparation toward HR Conclave of 30 – 31 Jan 26 (Joint presentation by Director A&P, Head AS&H Cell and Dean A).**

The Head AS&H Cell presented the preparation plan for the upcoming HR Conclave scheduled on 30–31 January 2026. The presentation included the proposed Soft Skills Classes Time Table and the Technical Skills Classes Time Table. Both schedules were reviewed by the house and were appreciated for their well-structured design and relevance to student preparedness.

The house emphasized that the planned Soft Skills classes including communication enhancement, interview readiness, group discussion practice and personality development sessions will play a significant role in improving student performance

During the discussion, it was highlighted that some students currently engaged in internships may face challenges in attending these essential Soft Skills and Technical Skills classes. Therefore it was decided that the TPO will coordinate with the HR departments of the respective companies to request permission for such students to attend the scheduled training sessions and internships planned from 01 Feb 25.

The responsibility of training, both soft skill and technical skills will lie with Head AS&H Cell. The responsibility to conduct the HR conclave will be that of Head Placements & Alumni relations. However, assistance can be taken from any department or functional head to make the event successful one.

**Action 1:** Head AS&H Cell for Finalising training plan

**Time:** 18 Dec 25

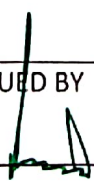
**Action 2:** Head Placements and Alumni relations and TPO will coordinate with the HR of various companies and execute the event.

**Time:** Ongoing till the event

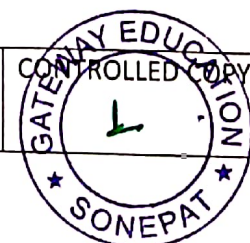
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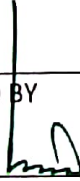

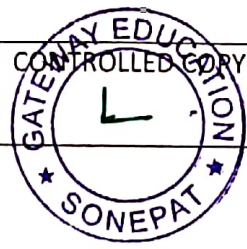
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<p><b>Decision taken on Agenda (c)</b></p>	<p><b>(c) Salient aspects of NEP Academic Ordinance for concerned programs – Presentation by Dean A.</b></p> <p>The Dean Academics presented the key provisions of the NEP Academic Ordinance applicable to the concerned programs. The presentation covered important regulatory requirements and academic parameters to be followed from the upcoming semesters.</p> <p>During the discussion the following major points were highlighted: -</p> <p>(a) Students having more than 5 backlogs (during any Academic Year) will not be permitted to progress to the next Year. Departments must closely monitor backlog cases to ensure compliance.</p> <p>(b) The house discussed the current provision of 10% attendance relaxation (when student do not meet minimum of 75% attendance).</p> <p>It was suggested that a relaxation policy document be created clearly specifying: -</p> <p>(i) When to allow 5% relaxation under the discretion of DG GE.</p> <p>(ii) When to allow 10% relaxation based on valid reasons and documented justification under the discretion of respective Principals.</p> <p>(c) Inputs of Principal GCP will be taken wrt medical certificate verification while drafting the policy.</p> <p><b>Action</b> : Dean A for attendance relaxation policy in consultation with respective Principals.</p> <p><b>Time:</b> 20 Dec 25</p>
<p><b>Decision taken on Agenda (d)</b></p>	<p><b>(d) Academic Planning of Even semester (2025-26) – Academic Calendar, Time table, Holiday Calendar, Examination Calendar, CCC Formation, Faculty workload and allocation, Resources &amp; Infrastructure requirement (Target date: - 20 Dec 25) – Updates by Dean A.</b></p>

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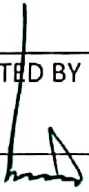
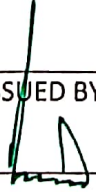
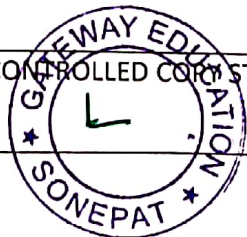
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	<p>The Dean A provided updates on the Academic Planning for the Even Semester 2025–26. During the discussion the house emphasised the need for stronger academic monitoring and enhanced communication with parents. It was decided that:-</p> <p>(a) Entire planning mentioned above and other allied work to be completed by departments by 20 Dec 25 and presented in the ACM Dec 25 to be held on this day. A review meeting of all HODs will be coordinated by Dean A and held under the chairmanship of Principal GIET and Principal GCAD on 18 Dec 25.</p> <p>(b) CR Meeting and Parent Teacher Interaction (after both minors) will be included by Dean A in the Academic Calendar.</p> <p>(c) Pre semester registration schedule will be issued by Dean A by 20 Dec 25. All parents and students to attend the same, sign and undertaking with respect to all provisions ss contained in the DCRUST Ordinance. DG GE and Principals jointly shall give the presentation to the parents.</p> <p><b>Action:</b> Principal GCAD and GIET and Dean A</p> <p><b>Time:</b> 20 Dec 25</p>
<p><b>Decision taken on Agenda (e)</b></p>	<p><b>(e) Implementation of OBE practices in GHE from Next Semester – presentation by Assistant Professor Mandvi, GHE OBE Coordinator.</b></p> <p>Assistant Professor Mandvi the OBE Coordinator for GHE delivered a presentation on the implementation of Outcome-Based Education (OBE) practices from the next semester. The presentation covered key components of OBE including outcome mapping, assessment strategies and documentation requirements for all departments. The house noted the importance of uniform implementation across all programs to ensure academic quality and compliance with accreditation standards.</p> <p><b>Action:</b> Assistant Professor Mandvi the OBE Coordinator for Implementation</p> <p><b>Time:</b> - 20 Dec 25</p>

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<p>Dr. (Col) A Garg Director General Gateway Education</p>	<p>Dr. (Col) A Garg Director General Gateway Education</p>	

<p>Decision taken on Agenda (f)</p>	<p><b>(f) Left out/ dropout students details Odd Semester 2025 – 26 - Presentation by Dean A.</b></p> <p>The Dean A presented the data of left out/ dropout students for the Odd Semester 2025–26. The presentation highlighted the number of students who discontinued or were unable to meet the academic requirements during the semester.</p> <p>The House appreciated the implementation of the policy issued by DG GE Letter No. GE/HE/DG OFFICE/2025/164 dated 20 Sep 25.</p>
<p>Decision taken on Agenda (g)</p>	<p><b>(g) Proposal of NPTEL/ SWAYAM course policy for students &amp; faculty - Presentation by GHE NPTEL Coordinator, Ar. Gurdeep Bagga.</b></p> <p>Ar. Gurdeep Bagga, NPTEL Coordinator (GHE) presented the proposed policy for NPTEL/SWAYAM course participation for both students and faculty. The presentation highlighted that the current level of students &amp; faculty participation in NPTEL/SWAYAM courses needs to be enhanced.</p> <p>During the discussion the house shared multiple suggestions to enhance students &amp; faculty engagement and promote a stronger culture of continuous upskilling. After deliberation it was decided to introduce a mandatory requirement for each faculty member to complete at least one NPTEL/SWAYAM course per Academic Year. Similarly, the student engagement in MOOC needs to be further improved and certain provisions be added in the existing policy.</p> <p>Furthermore, it was decided that the Dean A will review the existing NPTEL/ SWAYAM policy of KIET Group of Institutions (Deemed University) and provide recommendations for aligning and strengthening GE's policy accordingly. The revised policy to be issued by 20 Dec 25.</p> <p><b>Action:</b> Dean A (Formulating policy)</p> <p><b>Time:</b> 20 Dec 25</p> <p><b>Action:</b> DG GE (Policy issue)</p>

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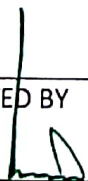
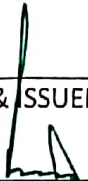
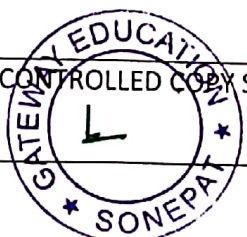
	<b>Time: 24 Dec 25</b>
<b>Decision taken on Agenda (h)</b>	<p><b>(h) Disposal of old academic documents (Target Date: - 20 Dec 25) - Briefing on issued policy by Dean A.</b></p> <p>The Dean A presented the approved policy for the disposal of old academic documents and briefed the house on the procedures to be followed by all departments. The Dean requested all members to implement the policy in their respective departments and ensure that outdated academic records and materials are disposed of strictly as per the prescribed guidelines.</p> <p>It was further advised that the policy document be shared with all concerned departmental teams and members should provide feedback on any challenges or difficulties faced during its implementation.</p> <p><b>Action:</b> Principals in consultation with HoDs</p> <p><b>Time:</b> 20 Dec 25</p>
<b>Decision taken on Agenda (i)</b>	<p><b>(i) G-VAC Summary for current semester &amp; planning for next semester- Presentation by Head AS&amp;H Cell</b></p> <p>The Head AS&amp;H Cell presented the G-VAC Summary for the current semester along with the proposed plan for the upcoming semester. The presentation highlighted that student attendance in various G-VAC courses has been significantly low.</p> <p>After reviewing the data the house discussed measures to improve attendance and student engagement. It was decided that department-wise G-VAC courses will be introduced to ensure relevance for each discipline. Additionally, a common G-VAC course will be implemented for all students to bring uniformity and improve overall participation.</p> <p><b>Action:</b> Head AS&amp;H Cell</p> <p><b>Time:</b> 20 Dec 25</p>

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<p>Decision taken on Agenda (j)</p>	<p><b>(j) SOP For Awards and Rewards Recognition for Teaching Faculty &amp; Non-Teaching Staff -Presentation by Head HR.</b></p> <p>The HR Executive presented the proposed SOP for Awards and Rewards Policy for Teaching and Non-Teaching Staff. After reviewing the document the house expressed dissatisfaction with the policy noting that several points were unclear, inaccurately defined and not aligned with institutional requirements.</p> <p>It was decided that the policy should be revised comprehensively by the Head HR. The revised version must incorporate accurate criteria, transparent procedures and clearly defined parameters for awards and recognition. It was further agreed that the updated policy will be presented again in the next meeting for review and approval.</p> <p><b><u>Action:</u></b> Head HR</p> <p><b><u>Time:</u></b> Dec ACM Meeting</p>
<p>Decision taken on Agenda (k)</p>	<p><b>(k) ISO final Audit during 1st week of Dec Preparation – Briefing by MR ISO and IQAC Coordinator.</b></p> <p>The IQAC Coordinator briefed the house on the preparation plan for the upcoming ISO Final Audit scheduled for 3rd, 4th and 5th December. During the briefing the IQAC Coordinator outlined the audit requirements, documentation standards and the responsibilities of each department to ensure full compliance with ISO norms.</p> <p>It was decided that the Minute-to-Minute (MTM) Plan prepared for the audit will be shared with all members including Principals FHs &amp; HoDs to ensure that every department remains aligned with the defined schedule. Members were advised to review the MTM Plan thoroughly and complete all pending tasks within the stipulated timelines to facilitate a smooth and successful ISO audit.</p> <p>Post ISO visit the observations, raised by the team, will be shared with all the faculty and staff members for their information and minutes recorded with respect to this activity.</p>

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	<p><b><u>Action:</u></b> MR ISO and IQAC Coordinator</p> <p><b><u>Time:</u></b> 03 to 05 Dec 25 (ISO visit) 15 Dec 25 (Dissemination of ISO Observations)</p>
<b>Decision taken on Agenda (I)</b>	<p><b>(I) Governing Board Meeting during Dec 2025 - Fixing of date under coordination of DG GE.</b></p> <p>It was decided that the Governing Board Meeting will be scheduled in December 2025. The Director General, GE will coordinate for finalising the date. It was further agreed that All Principals, HoDs and Management Members will participate in the meeting.</p> <p><b><u>Action:</u></b> DG GE</p> <p><b><u>Time:</u></b> 31 Dec 25</p>
<b>Closing Remarks</b>	<p>There being no other points, the meeting concluded at 2:30 pm.</p>

All are requested to ensure a time bound action and submit the report on each of the points by 24 Dec 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/2025/211**

**Dated: 15 Dec 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, Head AS&H, COE

**Copy to:** Chairman, Executive Chairman, Executive Directors

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