

<b>Date &amp; Time</b>	30 Aug 25, Saturday at 12:00 pm
<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 Purchase, Head ITS, Head AS&H, COE
<b>Agenda</b>	<p>(a) Presentation on placement progress by TPO under the arrangements of Director A&amp;P.</p> <p>(b) Discussion on Course Coordination Committee (CCC) formulation, Policies on Mobile usage and Interdepartmental movement of staff - Moderated/coordinated by Dean A</p> <p>(c) Academic Year 2025 - 26 Budget Presentation by respective College Principals &amp; FHs</p> <p>(d) Finalised Fire Exit Plan GIET &amp; GCAD – Briefing by Head Administration &amp; EEM Cell.</p> <p>(e) HR Module Digiicampus - Presentation by Head HR.</p> <p>(f) Presentation on Draft on Gender equality policy/ Gender sensitisation - Head HR.</p> <p>(g) Modalities for Teacher-Student-Parent Interaction - Discussion moderated by Dean A</p> <p>(h) Any other points with the Permission of the Chair.</p>
<b>Decision taken on Agenda (a)</b>	<p>(a) Presentation on placement progress by TPO under the arrangements of Director A&amp;P.</p> <p>A presentation on placement progress was given by the TPO under the arrangements of the Director A&amp;P. It was decided that the placement reports must show old data and provide a clear comparison between last month data and the current month data for systematic review. The reports should also include placement details of the Architecture also which have been missing in previous ACM Meeting.</p>

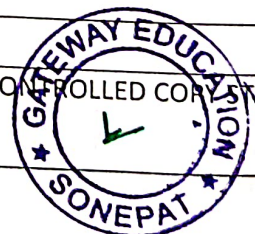
APPROVED BY

ISSUED BY

CONTROLLED COPY STAMP

Dr. (Col) A Garg  
Director General  
Gateway Education

Dr. (Col) A Garg  
Director General  
Gateway Education

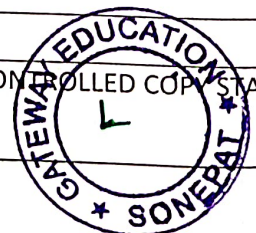


	<p>Additionally, information regarding students who have opted to join their family business or have started their own business must also be systematically recorded and presented along with the regular placement statistics.</p> <p><b>Action:</b> TPO in consultation with Director A&amp;P.</p> <p><b>Time:</b> ACM Sep 25 onwards</p>
Decision taken on Agenda (b)	<p><b>(b) Discussion on Course Coordination Committee (CCC) formulation, Policies on Mobile usage and Interdepartmental movement of staff - Moderated/coordinated by Dean A</b></p> <p>The Dean A presented the composition of the Course Coordination Committee (CCC) and policies on Mobile Usage and Interdepartmental Movement of Staff. The House members accorded the approval on above and gave various suggestions on the value additions. These includes widening the scope of CCC to include OBE targets fixation as as well as their attainment.</p> <p>It was decided that the policies after incorporating suggestion on mobile usage and staff movement would be circulated among faculty and staff for a period of one week for their inputs. After incorporating the feedback the final policies would be issued by the office of DG GE.</p> <p><b>Action:</b> Dean A in consultation with DG GE</p> <p><b>Time:</b> 25 Sep 25</p>
Decision taken on Agenda (c)	<p><b>(c) Academic Year 2025 - 26 Budget Presentation by respective College Principals &amp; FHs</b></p> <p>Academic Year 2025 - 26 Budget was Presentation by respective College Principals &amp; The respective College Principals and Functional Heads presented the proposed Budget for the Academic Year 2025–26. The Council reviewed the presentations and deliberated on the financial requirements of each of the office bearer. It was decided that all Principals and Functional Heads shall submit their final signed hard copy budget to the Director General at the earliest.</p> <p><b>Action:</b> All College Principals &amp; FHs</p> <p><b>Time:</b> 19 Sep 25</p>

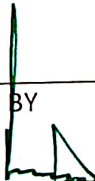
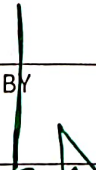

APPROVED BY	ISSUED BY	CONTROLLED COPY STAMP
-------------	-----------	-----------------------

Dr. (Col) A Garg  
Director General  
Gateway Education

Dr. (Col) A Garg  
Director General  
Gateway Education



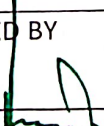
<p>Decision taken on Agenda (d)</p>	<p><b>(d) Finalised Fire Exit Plan GIET &amp; GCAD – Briefing by Head Administration &amp; EEM Cell.</b></p> <p>The Head Administration &amp; EEM Cell briefed the Council on the finalised Fire Exit Plan for GIET, GCP and GCAD. The Council members noted the plan and appreciated the efforts taken for ensuring campus safety. It was brought by DG GE that the plans have also been discussed with Executive Chairman, GE Hon’ble Rakesh Aggarwal ji and consent obtained. It was decided that the plan shall displayed at prominent locations for awareness and compliance.</p> <p><b>Action:</b> Head Administration &amp; EEM Cell in consultation with DG GE</p> <p><b>Time:</b> 30 Sep 25</p>
<p>Decision taken on Agenda (e)</p>	<p><b>(e) HR Module DigiiCampus - Presentation by Head HR.</b></p> <p>The Head HR presented the HR Module of DigiiCampus highlighting its features and benefits for streamlining HR processes. It was noted that while the module has been developed the data of faculty and staff has not yet been fetched into the system and it was decided that all such data should be connected at the earliest.</p> <p>The Head HR brought that the rights of some of the office bearers getting removed while entering their details in the HR Module. The corrective steps for which are being taken by him in consultation with Team DigiiCampus.</p> <p>The Council members further decided that the process of capturing attendance and leave records of teaching staff (in the first phase) shall be initiated through the Digi Campus platform to ensure proper implementation and monitoring. Non-Teaching staff migration shall be done in the Phase 2 after successful implementation of Phase 1.</p> <p><b>Action:</b> Head HR</p> <p><b>Time:</b> 30 Sep 25</p>

<p>APPROVED BY</p> 	<p>ISSUED BY</p> 	<p>CONTROLLED COPY STAMP</p> 
--	--	--

Dr. (Col) A Garg  
 Director General  
 Gateway Education

Dr. (Col) A Garg  
 Director General  
 Gateway Education

<p>Decision taken on Agenda (f)</p>	<p><b>(f) Presentation on Draft on Gender equality policy/ Gender sensitisation - Head HR.</b></p> <p>The Head HR made a presentation on the draft Gender Equality and Gender Sensitisation Policy. The Council appreciated the initiative and provided suggestions for strengthening the policy. It was decided to issue the policy on priority.</p> <p><b>Action:</b> Head HR</p> <p><b>Time:</b> 28 Sep 25</p>
<p>Decision taken on Agenda (g)</p>	<p><b>(g) Modalities for Teacher-Student-Parent Interaction - Discussion moderated by Dean A</b></p> <p>The Dean A moderated a discussion on the proposed modalities for Teacher-Student-Parent interaction. Members shared their views and it was decided that every college shall organize a Parent-Teacher Meeting after each minor examination. During Parent Teacher Meeting students answer sheets will be shared with parents in the presence of the students and not before the meeting. The opportunity will be used to update the personal records of Parents e.g. Mobile number, e-mail Id, parents anti-ragging affidavit signatures etc. The Parent login of DigiiCampus shall also be mandatorily issued unless given in writing that it is not required by them.</p> <p><b>Action:</b> Principal (GIET, GCAD, GCP)</p> <p><b>Time:</b> Immediate</p>
<p>Decision taken on Agenda (h)</p>	<p><b>(h) Any other points with the Permission of the Chair</b></p> <p>It was observed that delays in roll number allotment by the university often delays the creation of student email IDs. To resolve this, the format as followed by GCAD for their students wrt issue of email IDs will now be followed.</p> <p>All students admitted to Gateway Education Colleges must receive their official email IDs on the day of reporting or at the latest by September 15 (post-admission withdrawal deadline).</p> <p>This step ensures timely communication and access to academic resources.</p> <p><b>Action:</b> Head ITS in consultation with Principal (GIET, GCAD, GCP)</p> <p><b>Time:</b> <sup>25</sup> <del>15</del> Sep 25</p>

<p>APPROVED BY</p> 	<p>ISSUED BY</p> 	<p>CONTROLLED COPY STAMP</p> 
--	--	--

Dr. (Col) A Garg  
Director General  
Gateway Education

Dr. (Col) A Garg  
Director General  
Gateway Education

**Closing  
Remarks**

There being no other points, the meeting concluded at 3:30 pm.

All are requested to ensure a time bound action and submit the report on each of the points by 30 Sep 25 positively so that Action Taken Report (ATR) could be compiled on priority.



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

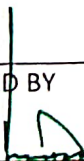
**File No: GE/HE/DG OFFICE/2025/145**

**Dated: 17 Sep 25**

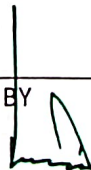
**Distribution:** Principal GCAD, Principal GIET, Principal GCP, Director Admissions & Placements, Dean Academics, Dean R&D, Dean SW, HoD DCS, HoD DMS, HoD DCA, Head IIC & E, Head Consultancy Cell, Head Admin & EEM Cell, Registrar, Head HR, Estate Officer & Head Maintenance, Head Purchase, Head ITS, Head AS&H, COE, IQAC Coordinator

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

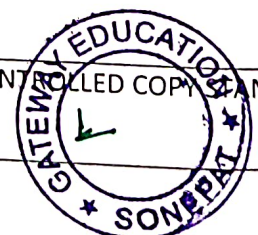
APPROVED BY



ISSUED BY



CONTROLLED COPY STAMP



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

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