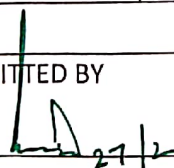
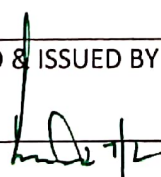
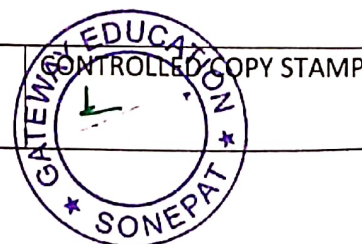


<b>Date &amp; Time</b>	23 Feb 26, Monday at 03:15 pm
<b>Location</b>	Conference room GCAD
<b>Attendees</b>	Director General, Principal GCAD, Principal GCP, Principal GIET, Director Admissions & Placements, Dean Academics, Dean R&D, Dean SW, HoD DCS, HoD DMS, HoD DCA, Head Consultancy Cell, Head IIC & E, Head Admin & EEM Cell, Registrar, Head ITS, Head AS&H, COE
<b>Agenda</b>	<p>(a) <b>Presentation on placement progress by Head Placements &amp; Alumni Relations and TPO.</b></p> <p>(b) <b>Result Analysis Dec 25 - Presentation by HoDs under the arrangements of Respective Principals.</b></p> <p>(c) <b>NPTEL /SWAYAM Enrolment/Registration Data for Jan 26 to April 26 - Presentation by GHE NPTEL Coordinator, Ar. Gurdeep Bagga.</b></p> <p>(d) <b>Draft policy presentation wrt attendance relaxation to academic topper students by Dean A.</b></p> <p>(e) <b>Draft policy on Student Participation and Reimbursement in various activities outside GE - Presentation by Dean SW.</b></p> <p>(f) <b>Internet usage/ connectivity - Feedback Summary presentation by Head ITS.</b></p> <p>(g) <b>Presentation on draft Mentor-Mentee policy and the booklet by Head AS&amp;H Cell under the guidance of Principal GIET.</b></p> <p>(h) <b>SOP for Recognition through Awards &amp; Rewards for Teaching Faculty, Non-Teaching Staff and Group D staff - Presentation by Head HR.</b></p> <p>(i) <b>Any other point by permission of the chair</b></p>
<b>Decision taken on Agenda (a)</b>	<p><b>Presentation on placement progress by Head Placements &amp; Alumni Relations and TPO.</b></p> <p>The Head Placements &amp; Alumni Relations along with the TPO presented the updated placement progress report to the Council. During the review it was observed that certain discrepancies existed in the data particularly with respect to GCAD where the latest placement details had not been incorporated.</p>

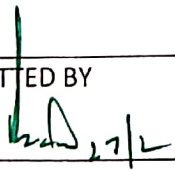
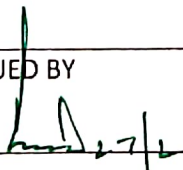
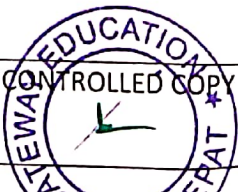
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Dr. (Col) A Garg  
Director General  
Gateway EducationDr. (Col) A Garg  
Director General  
Gateway Education

	<p>The Council noted that in some departments students currently undergoing internships had been reflected under the “placed” category. After detailed deliberations it was decided that internships shall be reflected separately and shall not be merged with the placed category. Accordingly a separate column for “Internship” will be introduced in the placement report. Further it was resolved that the placement data shall reflect: Gateway Placed (through institutional efforts) and Other Placements (off-campus/self-placed).</p> <p>Additionally it was directed that all offer letters wrt placements shall be formally presented to the Director General and the concerned Principal by the Head Placements for verification and record before their release to the students.</p> <p><b><u>Action:</u></b> Head Placements &amp; Alumni Relations and TPO</p> <p><b><u>Time:</u></b> Round the year</p>
<p><b>Decision taken on Agenda (b)</b></p>	<p><b>Result Analysis Dec 25 - Presentation by HoDs under the arrangements of Respective Principals.</b></p> <p>The HoDs under the supervision of their respective Principals presented the Result Analysis for December 2025 to the Council. The presentation included department-wise performance and a review of overall academic outcomes.</p> <p>The Council noted that the performance of DMS and DCS results were satisfactory and reflected a positive academic outcome.</p> <p>The DCA programme showed noticeable improvement as compared to previous results which was appreciated by the Council. The overall performance of GCAD could not be presented as some of the results are pending to be released.</p> <p><b><u>Action:</u></b> Principal GCAD</p> <p><b><u>Time:</u></b> ACM Mar 26</p>

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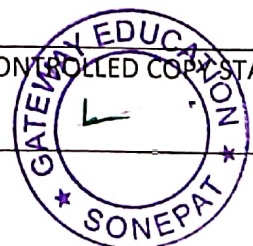
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<p>Decision taken on Agenda (c)</p>	<p><b>NPTEL /SWAYAM Enrolment/Registration Data for Jan 26 to April 26 - Presentation by GHE NPTEL Coordinator, Ar. Gurdeep Bagga.</b></p> <p>The GHE NPTEL Coordinator, Ar. Gurdeep Bagga presented the enrolment and registration data for NPTEL / SWAYAM courses for Jan 2026 to April 2026. The presentation included department-wise participation and comparative analysis with the previous reporting cycle.</p> <p>The Council noted with satisfaction that the overall enrolment had increased as compared to the previous report. A significant rise was also observed in the number of registering for examinations indicating improved seriousness and commitment towards certification completion. The overall upward trend in both enrolment and examination registrations was appreciated.</p> <p>The Council emphasised the need to sustain this momentum and further enhance participation across all departments through continuous academic encouragement and monitoring.</p> <p>There were a few suggestions given by GHE NPTEL Coordinator as follows: -</p> <ol style="list-style-type: none"> <li>1. It was suggested to permit the faculty/ students/ staff for 2 courses per Academic Year.</li> <li>2. It was also suggested to exempt the faculty member for registration in a course if he/she had completed that course in last semester and now the same course is being recommended to the new students.</li> <li>3. It was also suggested to increase the Assignment/ Classwork marks weightage from 5% to 50% (in respective course) as component of marks in the discretion of HOIs/ HODs</li> </ol> <p>It was decided that these be discussed separately by Dean A with DG GE and amendment to the previous policy be issued.</p> <p><b>Action:</b> GHE NPTEL Coordinator and Dean A</p> <p><b>Time:</b> 10 Mar 26</p>
<p>Decision taken on Agenda (f)</p>	<p><b>Internet usage/ connectivity - Feedback Summary presentation by Head ITS.</b></p> <p>Mr. Yogesh Kumar from ITS team presented the feedback summary pertaining to internet usage and connectivity across the campus. The presentation covered consolidated feedback received from students as well as faculty and staff members.</p>

<p>SUBMITTED BY</p> <p><i>[Signature]</i> 27/2</p>	<p>APPROVED &amp; ISSUED BY</p> <p><i>[Signature]</i> 27/2</p>	<p>CONTROLLED COPY STAMP</p> <p><i>[Stamp]</i></p>
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Gateway Education

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The Council noted that the overall feedback was largely negative and five on a scale of ten . Major concerns highlighted included poor internet speed, limited coverage range, multiple login issues, and frequent Wi-Fi disconnections, particularly while moving from one floor to another within the campus premises.

The matter was viewed with seriousness and the Council emphasised the need for immediate technical review and corrective measures to ensure seamless connectivity and improved user experience across all academic and administrative blocks. Further it was also decided that a dedicated register shall be maintained to record all labs/ IT equipment and services/ switches/ AC's etc which will be weekly certified that all equipment is in serviceable condition. The same will be put up to DG GE on 1st and 10th of every month for review and signatures received, action taken, and status of resolution shall be documented and reviewed periodically to ensure systematic monitoring and accountability.

**Action:** Head ITS and Head Administration & EEM Cell

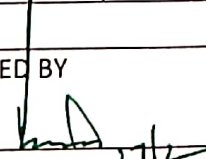
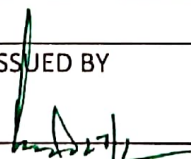

**Time:** 05 Mar 26

**Decision taken on Agenda (d, e g, h)**

The following agenda of draft policies were discussed to the Council for consideration:

- **Draft Policy with respect to Attendance Relaxation for Academic Topper Students – Presented by Dean Academics.**
- **Draft Policy on Student Participation and Reimbursement in Various Activities outside GE – Presented by Dean Student Welfare.**
- **Draft Mentor–Mentee Policy and the accompanying booklet – Presented by Head AS&H Cell under the guidance of the Principal, GIET.**
- **SOP for Recognition through Awards & Rewards for Teaching Faculty, Non-Teaching Staff and Group D Staff – Presented by Head HR.**

It was decided that all the draft policies shall be circulated to all HoDs and Principals for their review and comments. All HoDs and Principals are requested to submit their feedback by 28 Feb 2026. In case there are no observations a Nil Report shall also be submitted within the stipulated timeline.

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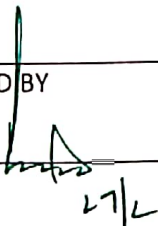
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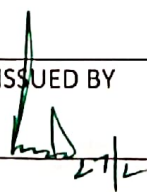
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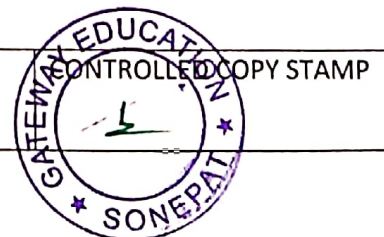
	<p>It was further decided that the policies shall also be placed for discussion in the upcoming IQAC Meeting before finalisation and issuance.</p> <p><b>Action:</b> Concerned Policy presenters in coordination with all HoDs and Principals</p> <p><b>Time:</b> 28 Feb 2026 (comments) and 07 Mar 26 (discussion in IQAC meeting)</p>
<p><b>Decision taken on Agenda (i)</b></p>	<p><b>Any other point by permission of the chair</b></p> <p>(i) During the Academic Council meeting the Controller of Examinations (COE) highlighted a concern that during minor examinations there is no dedicated technical manpower support available. The HOD DCS &amp; Dean Accreditations volunteered to give this support from his office during examination periods to address this gap.</p> <p><b>Action:</b> Dean Accreditations and COE</p> <p><b>Time:</b> With Immediate Effect</p>
<p><b>Decision taken on Agenda (i)</b></p>	<p><b>(ii) Implementation of ERP Class Adjustment Feature</b></p> <p>During the Academic Council Meeting, the Dean A highlighted concerns regarding the improper adjustment of classes during unplanned leaves or other academic engagements which adversely affect the smooth conduct of academic activities.</p> <p>After detailed deliberation, it was decided that all class adjustments must mandatorily be carried out through the ERP system using the prescribed "Class Swapping / Re-Assigning" feature. Dean A was advised to issue formal guidelines for the effective implementation of this feature.</p> <p>Further it was resolved that departments shall approve leave applications only after ensuring that proper class adjustments have been made and duly updated in the ERP system.</p> <p><b>Action:</b> Dean A in consultation with DG GE</p> <p><b>Time:</b> With Immediate Effect</p>
<p><b>Closing Remarks</b></p>	<p>There being no other points, the meeting concluded at 5:30 pm.</p>

SUBMITTED BY

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27/2  
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All are requested to ensure a time bound action and submit the report on each of the points by 05 Mar 26 positively so that Action Taken Report (ATR) could be compiled on priority.

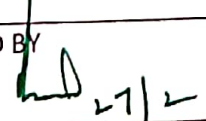
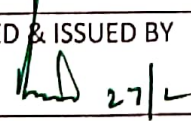

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Dr. (Col) A Garg  
Director General

Dated: 27 Feb 26

**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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