Minutes of the Academic Council Meeting (Jan 25)

Date & Time	18 Jan 25, Saturday at 2:00 pm
Location	GCAD Conference Room
Attendees	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.

Agenda	**(a) Presentation on placement progress by Director A & P**
	
	(b) Any other point by permission of the chair
	
	   (i) Streamlining Inventory Management at Gateway Education
	  (ii) IPR policy
	 (iii) Students' data from DCRUST university
	  (iv) Sample CV format for students
	   (v) Inputs received from Vision & Mission Statements

Decision taken on Agenda (a)	**Presentation on placement progress by Director A & P** The TPO presented a comprehensive placement progress report. After review and discussion, it was noted that the average packages for BBA and BCA students are satisfactory. However, the average package for B.Tech students is below expectations and need to work more. Furthermore, the number of students placed is also less than desired. One of the reason was found to be more number of backlogs making students debarred from placement drives. Following actions need to be taken: - (a) All HODs to ensure that backlogs of back paper be cleared on priority. (b) HODs create Departmental Placement Coordinators (DPCs) who will work in collaboration with TPO to identify their company needs/ training needs. (c) The format for GCAD placement statistics still not finalised. **Action:** Principal GIET, Principal GCAD & TPO in consultation with Director A & P **Time:** 12 Feb 25 & for point (a) continuous action.
Decision taken on Agenda (b)	**Any other point by permission of the chair** **(i) Streamlining Inventory Management at Gateway Education** It was brought to attention that the inventory management process across the Gateway Education campus requires streamlining. To address this, the following actions were decided: - 1. Assessment of Existing Inventory:

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	• A dedicated team of storekeepers will conduct a comprehensive audit of the inventory across all colleges and hostels. • A physical verification of items will be undertaken, and all identified items will be officially recorded. 2. Regular quarterly and annual stocktaking of these items will be implemented to ensure proper management and accountability. All Principals and the Head Admin & EEM Cell are requested to ensure the necessary preparations and cooperation to complete this task. The deadline for the initial audit and inventory alignment is 28th February 2025. **Action:** All Principals and Head Admin & EEM Cell **Time:** 28 Feb 25
Decision taken on Agenda (b)	**(ii) IPR policy** The requirement of a comprehensive IPR policy was highlighted by the present members. It was decided that an IPR policy would be created on a priority basis and a culture of patent filing would be initiated in the campus soon. **Action:** Dean R&D in consultation with all Principals. **Time:** 31 Mar 25
Decision taken on Agenda (b)	**(iii) Students' data from DCRUST University** It was felt that there is no clear-cut numbers held with all the colleges/ office of the Registrar regarding the number of papers, which are still pending to be cleared by the students. Director General directed that the TPO and the Registrar will carry out liaison with the University and obtain the data as required. **Action:** Registrar & TPO **Time:** 31 Jan 25
Decision taken on Agenda (b)	**(iv) Sample CV format for students** The members brought out the requirement of creation a good CV for the students which will help them in various placement drives. After deliberations, it was decided that sample CV would be created for each of the branch students under the arrangements of Head AS&H Cell in consultation with the TPO and put up in the next academic council for information of all members. **Action:** Head AS&H Cell in consultation with TPO. **Time:** 12 Feb 25
Decision taken on Agenda (b)	**(v) Inputs received from Vision & Mission Statements** The revised Vision & Mission statements were presented to the members and various inputs were received. It was decided that the Vision & Mission statements would be finalised by the committee for this purpose. Thereafter, they will be shared with the Senior Vice Chancellors and the Directors of various universities and colleges through

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	the Office of the Director General for their inputs and action. **Action:** DG GE <u>**Time:**</u> 31 Jan 25
Closing Remarks	There being no other points. The meeting was closed at 5:00 pm

All are requested to ensure a time bound action and submit the report on each of the points by 12 Feb 25 positively so that Action Taken Report (ATR) could be compiled on priority.

File No: GE/HE/DG OFFICE/2025/33

30 Jan 25
Dr. (Col) A Garg
Director General

Dated: 30 Jan 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

Copy to: Chairman, Executive Chairman, Executive Directors