

## Minutes of the Academic Council Meeting (Mar 25)

<b>Date &amp; Time</b>	29 Mar 25, Saturday at 9:30 am
<b>Location</b>	Innovation Room GIET
<b>Attendees</b>	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.
<b>Agenda</b>	<p>(a) Gateway Education Annual Fest 3rd to 5th April - Briefing by Student President Yugantar under arrangements of DSW.</p> <p>(b) The review of previous ACM Minutes.</p> <p>(c) Presentation on placement progress by TPO under the arrangements of Director A&amp;P.</p> <p>(d) Presentation on student back papers summary (current &amp; previous batches) followed by planned actions under the arrangements of respective Principals.</p> <p>(e) Digii Campus Module Demonstration - Demonstration of Digii Campus modules related to IT, HR, visits, hostel and transport services. Respective heads i.e. Head ITS, Head HR and Head Administration &amp; EEM Cell (along with their staff) will present and demonstrate their modules.</p> <p>(f) Progress report of SWAYAM/NPTEL courses for the QE March 2025 presentation by: GHE NPTEL Coordinator, Ar. Gurdeep Bagga.</p> <p>(g) Presentation by Head Consultancy - Dr. Jogender, Head of Consultancy will share key takeaways from the Faculty Development Program on Innovation and Startups held at IIT Delhi Sonipat campus.</p> <p>(h) Inventory Management Update - Head Maintenance &amp; Stores to brief on ongoing inventory arrangements and stock-taking across colleges and hostels. The roadmap for future progress will be presented for members' feedback and approval.</p> <p>(i) Any other point by permission of the chair</p>

<p><b>Decision taken on Agenda (a)</b></p>	<p><b>Gateway Education Annual Fest 3rd to 5th April - Briefing by Student President Yugantar under arrangements of DSW.</b></p> <p>The Student President gave an excellent presentation that instilled confidence among all members regarding the successful execution of the event. Several valuable suggestions were put forward and it was assured by the Team Yugantar that this time event which is being driven solely by students with minimum involvement of faculty members shall be a great success. Following was also decided: -</p> <ol style="list-style-type: none"> <li>1. The star night on the final day will be organised at the Athletics Ground of Gateway International School.</li> <li>2. Furthermore, it was emphasised that management of entry at Gate No 1 must be exceptionally stringent, ensuring it to be restricted to students who have been officially authorised by their respective colleges and schools. Student teams with the support of GE security team to man the Gate No 1 under overall coordination of Dean SW.</li> </ol> <p><b>Action:</b> Dean SW</p> <p><b>Time:</b> 3rd to 5th Apr 25</p>
<p><b>Decision taken on Agenda (b)</b></p>	<p><b>The review of previous ACM Minutes</b></p> <p>The previous Academic Council minutes were reviewed and it was noted that all points have either been addressed or are currently in progress</p>
<p><b>Decision taken on Agenda (c)</b></p>	<p><b>Presentation on placement progress by TPO under the arrangements of Director A&amp;P</b></p> <p>The Director A&amp;P presented an update on the placement progress to the house. Members provided several suggestions concerning data presentation formats wrt their Departments and also mentioned that students on Internship should be shown separately and not as a part of confirmed placements. Additionally, the format for submitting proof of starting their business/ joining family business be presented during next ACM.</p> <p><b>Action:</b> Director A&amp;P</p> <p><b>Time:</b> ACM Apr 25</p>
<p><b>Decision taken on Agenda (d)</b></p>	<p><b>Presentation on student back papers summary (current &amp; previous batches) followed by planned actions under the arrangements of respective Principals.</b></p> <p>The HoDs through their respective Principals submitted printed summaries highlighting students with back papers. The following key decisions were made:</p> <ol style="list-style-type: none"> <li>1. Students appearing for back papers this semester will also be required to take the corresponding Minor and Pre University Examinations (PUE). These exams will be scheduled either on working Saturdays or post 3:30 PM/ 6 PM (GCAD) on regular working days.</li> <li>2. Starting from the beginning next semester, the Controller of Examinations</li> </ol>

	<p>(CoE) Examination must ensure that all students register on Digii Campus not only for their current semester courses but also for all back papers. This will enable colleges/ departments to plan and prepare for back paper exams well in advance.</p> <p><b>Action 1:</b> Respective HoDs in consultation with Principals</p> <p><b>Action 2:</b> COE</p> <p><b>Time:</b> At the earliest</p>
<p><b>Decision taken on Agenda (e)</b></p>	<p><b>Digii Campus Module Demonstration - Demonstration of Digii Campus modules related to IT, HR, visits, hostel and transport services. Respective heads i.e. Head ITS, Head HR and Head Administration &amp; EEM Cell (along with their staff) will present and demonstrate their modules.</b></p> <p>The Digii Campus module demonstration was successfully conducted by the Head Administration &amp; EEM Cell. The session included a hands-on training enabling all attendees to gain practical understanding of the module's functionality.</p> <p>After thorough discussion, it was unanimously agreed that we fist April 25, the following service modules will be actively utilised by all team members for lodging complaints or submitting service requests:</p> <ol style="list-style-type: none"> <li>1. IT Requirements / IT Complaints</li> <li>2. Transport Requirements</li> <li>3. Visitor Management</li> <li>4. Mess Menu &amp; Meal Requests for Guests</li> </ol> <p>Please note that from wef 01 Apr, no personal telephonic or email-based requests related to the above services will be entertained by the respective functional heads. All such requests must be routed strictly through the Digii Campus platform.</p> <p><b>Action:</b> All Principals &amp; Functional Heads</p> <p><b>Time:</b> 01 Apr 25</p>
<p><b>Decision taken on Agenda (f)</b></p>	<p><b>Progress report of SWAYAM/NPTEL courses for the QE March 2025 presentation by: GHE NPTEL Coordinator, Ar. Gurdeep Bagga.</b></p> <p>The progress report on SWAYAM-NPTEL courses was presented by Ar. Gurdeep Bagga and was well received and appreciated by the house.</p> <p>However, it was observed that the current student enrollment in these courses remains limited. In response, the NPTEL Coordinator assured the members that an awareness drive will be undertaken over the next few days to encourage greater participation from both students and faculty members. The next progress shall be presented during the ACM of Jun 25.</p> <p><b>Action:</b> Ar. Gurdeep Bagga</p> <p><b>Time:</b> As above</p>
<p><b>Decision taken on Agenda (g)</b></p>	<p><b>Presentation by Head Consultancy - Dr. Jogender, Head of Consultancy will share key takeaways from the Faculty Development Program on Innovation and Startups held at IIT Delhi Sonipat campus.</b></p>

	<p>The Head Consultancy delivered a concise and focused presentation, highlighting the key takeaways from the Faculty Development Program conducted at IIT Delhi, Sonipat Campus during third week of Mar 25 which he alongwith one more member from GE had participated. The house appreciated his valuable participation and expressed confidence that this initiative could serve as a catalyst for cultivating a vibrant startup culture on campus.</p> <p>In light of the discussions, it came out that there is a need to have a consolidated roadmap to translate the learnings into actionable strategies for promoting innovation, entrepreneurship and startup incubation within the institution.</p> <p>It was further directed that this roadmap be jointly prepared &amp; presented by the Head IIC&amp;E and Head Consultancy, in consultation with the Director General, Gateway Education during the next ACM.</p> <p><b>Action:</b> Head IIC&amp;E and Head Consultancy in consultation with the DG GE</p> <p><b>Time:</b> ACM Apr 25</p>
<p><b>Decision taken on Agenda (h)</b></p>	<p><b>Inventory Management Update - Head Maintenance &amp; Stores to brief on ongoing inventory arrangements and stock-taking across colleges and hostels. The roadmap for future progress will be presented for members' feedback and approval.</b></p> <p>The Head Maintenance &amp; Stores presented a comprehensive briefing on the ongoing inventory and stocktaking activities across all colleges and hostels. <b>The house acknowledged and appreciated the commendable efforts of the team in driving this initiative forward.</b> Based on the discussion, the following decisions were taken to streamline inventory management and enhance accountability:</p> <ol style="list-style-type: none"> <li>1. <u>Centralised Inventory Ledgers:</u> All compiled inventory data is to be documented in dedicated ledgers maintained by the Central Stores.</li> <li>2. <u>Issuance to Colleges/Hostels:</u> Thereafter, all stores shall be formally issued to the respective colleges or hostels using the issue voucher system. Upon receipt, each college/hostel will be responsible for maintaining their own ledgers and for the further issuance of items to departments or offices under their jurisdiction.</li> <li>3. <u>Internal Transfers:</u> Internal transfers of stores within a college or hostel will not require prior approval from the Head Maintenance &amp; Stores. These transactions can be independently managed by the respective Principals or Head Administration &amp; EEM Cell (For Inventory held with other Functional Heads and Hostels only)</li> <li>4. <u>Annual Cross-Functional Stocktaking:</u> Central Stores will conduct an annual stocktaking exercise involving cross-functional teams drawn from other colleges or hostels. The report will identify surplus, repairable, deficient or damaged items, ensuring there is no irregularity between physical inventory and the stores held in the ledgers.</li> </ol>

	<p>5. <u>Periodic Internal Stock Reviews</u>: Colleges and hostels are directed to conduct quarterly or biannual stocktaking using internal teams formed by the respective Principals or Functional Heads. These reviews will ensure that the physical stock aligns with entries in their ledgers.</p> <p><b>Action:</b> Head Maintenance &amp; Stores and All Principals with their Administrators</p> <p><b>Time:</b> Six monthly (Principals) &amp; Yearly Stock Taking actions (Head Maintenance)</p>
<p><b>Decision taken on Agenda (i)</b></p>	<p><b><u>Any other point by permission of the chair</u></b></p> <p><b>(ia) Installation of Fire Points Across Gateway Education Campus</b></p> <p>The need for an adequate number of fire safety points - equipped with fire extinguishers, buckets filled with sand and water - was raised by the Chief Security and Safety Officer (CSSO) and the Head Administration &amp; EEM Cell.</p> <p>It was agreed that a sufficient number of fire points would be established throughout the campus. The CSSO and the Head of Administration will jointly assess the exact requirements and present their proposal in the prescribed requisition format for approval.</p> <p>The implementation of this safety measure to be completed by 30 Apr 25.</p> <p><b>Action:</b> CSSO and Head of Administration &amp; EEM Cell</p> <p><b>Time:</b> 30 Apr 25</p>
<p><b>Decision taken on Agenda (i)</b></p>	<p><b>(ib) TOP Priority - Emergency Exit Plan Implementation Across Gateway Education Institutions</b></p> <p>Principal GCAD expressed strong requirement for establishing a robust emergency exit strategy across all colleges under Gateway Education. During the review, the following safety gaps were identified:</p> <ul style="list-style-type: none"> <li>• Exit routes are not clearly indicated.</li> <li>• A formal fire and emergency evacuation plan is currently absent.</li> <li>• No evacuation maps or safety signage are displayed.</li> <li>• Emergency drills are not being conducted diligently.</li> <li>• Exit doors, essential in emergencies are often found locked.</li> </ul> <p>To address these critical issues, the following actions have been approved:</p> <p>Emergency Preparedness Measures &amp; Assigned Responsibilities</p> <p><b>1. Installation of Duplicate Key Boxes:</b> Each building on campus will be equipped with a secure duplicate key box. As a Pilot - Subedar Harbir Singh Chun Warden of Boys Hostel is entrusted with creating and maintaining these key boxes for both the Boys Hostel and the GCAD Block. This task will be completed in consultation with Principal GCAD and the Head Administration. Subsequently, Warden Boys Hostel will undertake the similar exercise for all buildings of GE in consultation with CSSO</p>

	<p><b>2. Development of Standard Operating Procedures (SOPs):</b> Clear SOPs for the use and management of duplicate key boxes will be created by the above team initially for GCAD in consultation with Principal GCAD.</p> <p><b>3. Exit Plan Display &amp; Route Markings:</b> Emergency exit plans will be prominently displayed throughout the GCAD Block, overseen by Principal GCAD. Exit routes in the GCAD Block will be clearly marked and regular emergency drills on First Mondays of every month (if required more drills will be planned for practice) will be conducted to ensure readiness.</p> <p><b>4. Establishment of a Model Emergency-Ready Block:</b> Principal GCAD has voluntarily committed to transforming the entire GCAD Block—including academic, administrative, and residential areas—into a model of safety compliance. This block will feature routine safety drills and serve as a prototype for other institutions within Gateway Education.</p> <p><b>Action 1, 2, 3 &amp; 4:</b> Warden Boys Hostel in consultation with Principal GCAD and CSSO to create GCAD a model Block</p> <p><b>Time:</b> 30 Apr 25</p> <p><b>Actions for other Blocks</b></p> <p><b>Time:</b> 31 May 25</p>
<p><b>Decision taken on Agenda (i)</b></p>	<p><b>(ic) Top Priority - Discussion on Ceiling Fan Safety Measures</b></p> <p>The committee discussed concerns regarding the safety of ceiling fans across the Gateway Education campus. It was highlighted that proper safety precautions must be taken to prevent any potential accidents caused by falling fans.</p> <p>Dr. Jogender Singh, Head Consultancy suggested the installation of safety wires to secure the fans. These wires act as a protective measure, ensuring that in the event of any mechanical failure, the fan remains suspended and does not pose a hazard.</p> <p>It was agreed that a demonstration of this safety cable installation would be conducted at the office of the Director General, Gateway Education, to assess its feasibility and implementation across all institutions.</p> <p><b>Action:</b> Head Consultancy</p> <p><b>Time:</b> 10 Apr 25</p>
<p><b>Decision taken on Agenda (i)</b></p>	<p><b>(id) Top Priority - Server Room Safety: High-Priority Measures</b></p> <p>Given that the servers operate 24/7—including weekends and holidays—the safety of the server room is of utmost importance. It has been observed that server rooms are particularly vulnerable to fire hazards, which necessitates robust safety measures.</p> <p><b>To address this concern, the Head ITS has been tasked with preparing a comprehensive server room safety proposal. This plan to include, among other elements, a routine physical inspection of the server room by the designated security</b></p>

	<p>personnel (guard on duty).</p> <p>Additionally, it was decided that a demonstration of a fireball suppression system will be organized by the Head ITS on a priority basis. This demonstration will take place in the presence of the CSSO and ACSO to evaluate its effectiveness for implementation. .</p> <p><b>Action:</b> Head ITS</p> <p><b>Time:</b> 10 Apr 25</p>
<b>Closing Remarks</b>	There being no other points. The meeting was closed at 01:30 pm

All are requested to ensure a time bound action and submit the report on each of the points by 20 Apr 25 positively so that Action Taken Report (ATR) could be compiled on priority.

**File No:** GE/HE/DG OFFICE/2025/73



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

**Dated:** 03 Apr 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