

Minutes of the Academic Council Meeting (Aug 24)

Date & Time	29 Aug 24 (Thru) 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
Agenda	<p>(a) Formulation of Vision/ Mission statements of Gateway Higher Education - Presentation on existing Statements of respective Colleges by Principals GCAD & GIET.</p> <p>(b) HR Policy of Gateway Education - Presentation by Head HR.</p> <p>(c) NAAC 2025 for Gateway Higher Education - Roadmap presentation by Dean R&D.</p> <p>(d) Any other point with the permission of the Chair.</p>
Decision taken on Agenda (a)	<p>Formulation of Vision/ Mission statements of Gateway Higher Education - Presentation on existing Statements of respective Colleges by Principals GCAD & GIET.</p> <p>Vision/ Mission presented by Principals GCAD & GIET were well received by the members. It was decided that to Formulate Vision/ Mission statements & objective of the entire Gateway Education Group in alignment with NEP 2020 by formulating a committee chaired by Dean A. The committee can invite inputs of various stakeholders i.e Alumni, Industry, Employers, Parents, Faculty members etc.</p> <p>Action: Dean A</p> <p>Time: 10 Sep 24</p>
Decision taken on Agenda (b)	<p>HR Policy of Gateway Education - Presentation by Head HR.</p> <p>HR Policy was presented by Head HR and same was appreciated by the members.</p> <p>Following suggestions were received: -</p> <p>(a) To conduct induction program for new joining of faculty & staff every three months and also introduce them in the monthly tea.</p> <p>(b) Faculty/ staff will be entitled to 10 emergency leaves per year instead of 12.</p> <p>It was decided to prepare a final HR Policy incorporating above suggestion and share to all members for another deliberations. The same to be finalized by 10 Sep 24.</p> <p>Action: Head HR</p> <p>Time: 10 Sep 24</p>



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<p>Decision taken on Agenda (c)</p>	<p>NAAC 2025 for Gateway Higher Education - Roadmap presentation by Dean R&D.</p> <p>NAAC 2025 Roadmap was presented by Dean R&D which was well received by the members. Following was decided: -</p> <p>(a) Criteria coordinators will be as follows: -</p> <ul style="list-style-type: none"> Criteria 1 - Dean A Criteria 2 - Dean A Criteria 3 - Dean R&D Criteria 4 - Dean SW Criteria 5 - DG GE Criteria 6 - Director A&P Criteria 7 - Head Admin & EEM Cell <p>(b) Coordinators as above will have freedom to select Sub Criteria - coordinators as per their choice.</p> <p>(c) Self-audit of all parameters for respective criteria will be undertaken by all criteria coordinators showing status as on 1st Sep 24. The same will be presented in the next ACM tentatively planned on 27 Sept 24. The future roadmap of the criteria to be also presented by the coordinators during this ACM.</p> <p>Action: All criteria coordinators in consultation with Dean R&D</p> <p>Time: 27 Sept 24</p>
<p>Decision taken on Agenda (d)</p>	<p>Any other point with the permission of the Chair.</p> <p>(a) Teachers Day Award</p> <p>It was decided to organize Teachers Day 2024 on 4th September, Wednesday from 3:30 PM to 5 PM. It will be attended by all staff and faculty members from the entire Gateway Higher Education. The student performances @ 2 from each of the colleges would be organized under the arrangement of Dean SW. The entire program would be coordinated by Head HR/ Dean A and instructions issued by Head HR accordingly.</p> <p>Action: Head HR and Dean A</p> <p>Time: 04 Sept 24</p>
<p>Decision taken on Agenda (d)</p>	<p>(b) Club Formation</p> <p>Dean SW presented 6 to 7 clubs for which the students have shown their inclination and interest. It was decided to finalize the clubs at the earliest and an office order be issued by 5th of September from the office of DSW. The clubs so formed will have student members from both the colleges. Various activities will be conducted by the student groups keeping in view their academic schedules does not get compromised under any circumstances.</p> <p>Action: Dean SW</p> <p>Time: 05 Sept 24</p>



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Decision taken on Agenda (d)	<p>(c) Internships for BBA final year students extending till 31st August</p> <p>It was brought to the knowledge by the Dean Academics that the classes for BBA final year for the odd semester could not start in time due to lack of communication between the Department and Placement office. It was decided that to ensure there is no compromise in the academic quality and quantity as per the laid norms of the university, revised academic schedule will be issued by Dean Academics. It was unanimously agreed that no dilution of academics can be permitted and the same needs to be compensated by extending hours or by holding classes on the weekends.</p> <p><u>Action:</u> Dean A in consultation with Principal GIET</p> <p><u>Time:</u> At the earliest</p>
Decision taken on Agenda (d)	<p>(d) Discussion/ Decision on constitution of Department of Computer Applications under GIET.</p> <p>It was unanimously decided to create a separate Department. The House has agreed on this.</p>
Decision taken on Agenda (d)	<p>(e) Discussion on modalities/ commencement date of Bridge Classes for B. Pharmacy 1st year students of GCP.</p> <p>It was decided to organize bridge classes for B. Pharmacy first year students from 16th of Sep 24. Necessary communication to the students be given latest by 31st Aug 24. The faculty members and the support staff as required in GCP can be appointed immediately.</p> <p><u>Action:</u> Principal GCP</p> <p><u>Time:</u> 31 Aug 24</p>
Decision taken on Agenda (d)	<p>(f) Review on Academic results of BCA, BBA, BTech and MBA 2024 pass out students.</p> <p>It was decided that the academic results of all the programs under GCAD and GIET be analyzed and presented during the next ACM tentatively to be held on 27th of Sept 24. The details of the students having back papers and also the action taken on them be also presented, by respective Principals under coordination of Dean A.</p> <p><u>Action:</u> Principal GCAD & Principal GIET under coordination of Dean A</p> <p><u>Time:</u> At the earliest</p>
Decision taken on Agenda (d)	<p>(g) Finalization of the organization structure of the maintenance department.</p> <p>The organization structure of the maintenance department is yet to be finalized. Separate minutes for the same have already been issued. Another meeting with all the stakeholders of maintenance department is planned to be held on 31st August 24. It was decided to formulate the SOP on maintenance by 15th Sept 24 under the arrangements of Head Maintenance & Stores.</p> <p><u>Action:</u> Head Maintenance & Stores</p> <p><u>Time:</u> 15 Sept 24</p>



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Decision taken on Agenda (d)	<p>(h) Finalization of date for Alumni meet of GHE</p> <p>It was requested by the present members that we must regularly organize the alumni meet at least once in a year. After discussion and deliberations, it was decided to tentatively fix 25th December as the date for Annual meet which should remain the same for all years. This will enable everyone to remember the date, and also ensure that the alumni present in various countries and various parts of India can attend this meet as this part of the year is normally having extended holidays in all the major companies.</p> <p>After deliberations, it was decided to continue with this date of 25 December as the Alumni day. It was also decided that on 25 December 24, we should formally constitute an alumni association which can subsequently be registered.</p> <p>Action: Director A&P</p> <p>Time: At the earliest</p>
Decision taken on Agenda (d)	<p>(i) Applied Science Faculty Cell</p> <p>It was deliberated that a separate Humanities and Applied Sciences Cell be created centrally, which can provide services of teaching, physics, chemistry, math, biology, english etc, to all the Departments under various Colleges of Gateway Education. The cell created can directly work under the Director General Gateway Education. This would be administratively convenient from accreditation point of you, as well. The house unanimously agreed to the proposal.</p> <p>Action: Director General</p> <p>Time: At the earliest</p>
Closing Remarks	There being no other points. The meeting was closed at 5:30 pm

All are requested to ensure a time bound action and submit the report on each of the points by 15th Sep 24 positively so that Action Taken Report (ATR) could be compiled on priority.

File No: GE/HE/DG OFFICE/2024/74


Dr. (Col) A Garg
Director General

Dated: 31 Aug 24

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

Copy to: Chairman, Executive Chairman, Executive Directors